

Duxbury Selectboard Meeting Minutes

Monday, June 10, 2019

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

SELECTBOARD MEMBERS PRESENT	Bob Magee, Mari Pratt, Kevin Garcia, Jerry McMahan, Dan Schillhammer (Arrived late)
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	1. Move Mountainview Drive Driveway Issue to next meeting 2. Move Harwood School District to next meeting 3. Move Class 4 Roads Policy to next meeting 4. Move Town Budget Discussion to next meeting		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

CITIZENS AND VISITORS TO ADDRESS THE BOARD

DISCUSSION			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

APPROVAL OF MINUTES

DISCUSSION	Motion by Jerry, Second by Kevin, All in Favor (4-0) of approving the 05/28/19 minutes as posted		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

REVIEW OF SELECTBOARD MAIL

DISCUSSION	<ol style="list-style-type: none"> 1. Invoice from DeWolfe Engineering 2. Invoice from O’Leary-Burke 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REPORT: SELECTBOARD ASSISTANT

DISCUSSION	<ol style="list-style-type: none"> 1. Crossett Hill Road Project – David Specht went to look at the project area that was marked by VHB on his land. He also asked that the area to not be disturbed be marked as well. 2. Scrabble Hill Road Project – David Crawford, VHB project manager, was present to answer any questions the board had about the project. Jonathan discussed that FEMA will reimburse the emergency protective measures the highway department did to keep the road passable. He went on to discuss that the current grant will only cover the engineering and that another grant will need to be applied to cover the cost of implementation. Motion by Kevin, Second by Jerry, All in Favor (4-0) of accepting the engineering proposal (Three phases A,B,C). 3. Municipal Grants-in-Aid – Motion by Jerry, Second by Mari, All in Favor (4-0) of signing the letter of intent for the grants-in-aid grant. This grant will fund a project of the Highway Foreman’s choice of a hydrologically connected roadway being brought up to the Municipal Road General Permit standards. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Email VHB to ask them to mark out the area to not be disturbed on David’s property	Jonathan	ASAP
Send David the correspondence with the town attorney about his liability in the project	Jonathan	ASAP
Email town attorney to ask that it state David’s request about the excavated material being moved to another location on his land	Jonathan	ASAP
Follow up on letter sent to Ryan Road to check on status of setting up a meeting to explain what needs to be fixed	Jonathan	ASAP

REPORT: HIGHWAY FOREMAN

DISCUSSION		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REPORT: TOWN TREASURER

DISCUSSION	<ol style="list-style-type: none"> 1. Line of Credit – David explained that the town would not be able to get a line of credit, as the bank doesn't do this for municipalities. He explained that it is easy for the town to get a loan if needed. It usually takes less than two weeks to complete the process. 2. Zoning Compliance Issues – David presented the state statute to the board and explained that since the infrastructure on the Turner Hill Road property has been there for more than 15 years, that it is no longer a zoning issue. David recommended we send a letter to the property owner, and if nothing is done to fix the issue, then contact the state/town attorney. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Draft letter to the property owner on Turner Hill Road about the waterline running through the culvert	Mari	ASAP

NEW BUSINESS

DISCUSSION	<ol style="list-style-type: none"> 1. Tax Sale Process – Motion by Kevin, Second by Mari, All in Favor (4-0) of approving Rachel to continue with the delinquent tax process. 2. Dowsville-Ward Hill Connector – Kerry Jackson was in attendance at the meeting to present her case to the board about the Dowsville-Ward Hill Connector where their house is located. When they moved to Duxbury in 2005, they knew that it was a Class 4 road and that there was minimal town maintenance being done. When the road got reclassified to a Class 4B, all maintenance stopped. In September 2016, Kerry first brought this to the board, and since then nothing has changed. She is asking that the road be reclassified to a Class 4A. 3. Discussion/Comments on Sunday Storm – Bob explained that due to the damage that the town occurred in April/May, when the board/highway department received a weather alert about the potential for heavy rain, they took a proactive approach and move the excavator to the center of town. 	
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	<p>4. Work Site Issues – Adam expressed concerns about the Highway Department being hassled by people trying to get through the construction. In particular he was described the events taking place while his crew was on Camels Hump Road and Scrabble Hill Road. The board discussed what they should do in this case by contacting the offenders, hiring a company to do flagging, or just calling the state police when an incident occurs. The board agreed that Adam needs to do what ever he feels is necessary to keep all members of the Highway Department safe, and they will support him in the decision he makes.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Check out the Dowsville-Ward Hill Connector to see what it would take to reclassify the road from Class 4B to Class 4A	Adam	07/08/19

OLD BUSINESS

DISCUSSION	<p>1. Town Garage Update – The town received the design plans from DeWolfe Engineering just prior to the meeting on 06/10/19. They will review the plans prior to the next regularly scheduled meeting on 06/24/19.</p> <p>2. Gravel Pit Act 250 Permit Update – There is no update on this project. The town has hired Avery Excavation to complete the work as required by the Act 250 Commission. This work is to be completed by the July 31st, 2019 deadline.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Follow up with DeWolfe Engineering to get an estimate of what it would cost the town to move forward with the project as presented in the design plans	Kevin	06/24/19

FUTURE AGENDA ITEMS

DISCUSSION	<p>The board decided that they should begin discussing the town budget for the 2021 fiscal year much earlier than was done for the 2020 fiscal year. The board has set a special meeting for the purpose of discussing the town budget on Monday, June 17th, 2019 beginning at 6:00 PM in the town garage meeting room.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Post June 17 special meeting warning and agenda	Jonathan	ASAP

EXECUTIVE SESSION

DISCUSSION	<ol style="list-style-type: none"> 1. Motion by Jerry, Second by Dan, All in Favor of entering into executive session at 9:52 PM. 2. Motion by Jerry, Second by Kevin, All in Favor of coming out of executive session at 10:35 PM. 3. <u>Action Items:</u> <ol style="list-style-type: none"> a. Send David Specht the email response from town attorney regarding personal liability from the Crossett Hill Road project. b. Notify Keith Marino that the town is taking no action on the request of the landowner to fix the damage associated with the May flooding event, as the damage was a result of a plugged private culvert. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send email to Keith Marino outlining that the town is taking no action	Jonathan	ASAP
ADJOURNMENT	Motion by Dan, Second by Jerry, All in Favor of adjourning the meeting at 10:38 PM.	

**Town of Duxbury
Selectboard Assistant Report
06/10/19 Selectboard Meeting**

1. Grants In-Process

a. Crossett Hill Road Slide (Planning Phase) – FEMA

- i. Both the US Army Corps of Engineers and the VT ANR Stream Alternation Permits have been signed and submitted to VHB and Golder. The easement for the Specht property has been completed by the town attorney, and has been distributed to the property owners for review.

b. Scrabble Hill Road Stabilization – Municipal Highway & Stormwater Mitigation FY19

- i. DuBois & King submitted a proposal on Thursday June 6, and it was distributed to the Selectboard for review on Friday, June 7. David Crawford, VHB Project Manager, will be in attendance at the June 10 meeting to answer any questions the board may have.

c. Salt/Sand Shed – Municipal Highway & Stormwater Mitigation FY19

- i. The Town of Duxbury, DuBois & King, and the Vermont Agency of Transportation held a project kickoff meeting on Wednesday, June 5th at 8:30 AM.

d. Camels Hump Road Scoping Study – Transportation Alternatives FY19

- i. No update

e. River Road Paving – Class 2 Town Highway Road Program

- i. No Update

f. Ryan Road Culvert Replacement – Better Roads FY20

- i. No Update

2. Grants – Pending Review

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

3. Grants – Currently Writing

- a. Municipal Grants-in-Aid Program (Year 3)
 - b. May 2019 Flooding Event – VTrans Emergency Grant
 - c. Camels Hump Road Bridge Replacement – Hazard Mitigation Grant Program
 - d. Scrabble Hill Road Stabilization – Municipal Highway & Stormwater Mitigation FY20
 - e. Stevens Brook Road Bank Stabilization – Municipal Highway & Stormwater Mitigation FY20
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Board Meeting

June 10, 2019

Road work/Crew work

Graded River road (Bridge to Main St.), Crossett Hill, Marshall Road, Steven Brook, Welch road, Ward Hill.

Crew and I have been working on Scrabble Hill repairing flooded areas.

Foreman Work

Work with crew

Meeting on new loader barn and salt shed

Work in pit getting rid of small dirt piles

Took down posted signs

Equipment

Truck 3 was serviced

Grader was serviced

Loader had a tire repaired

Pick up had rear brakes replaced

Flood Damage update

Ditching and stone are complete. Also replaced the 18 inch culvert with a 2 foot culvert. We are currently working on Camels Hump working towards Marshall Road. I am estimating about 1 more week on Camels Hump.

Bridge 37

When the crew and I were ditching on Camels Hump I was checking some of our bridges. When I got underneath bridge 37 I notice a rather larger hole in the abutment. Kyle took some pictures and sent them to his friend who is a bridge inspector for the state. He stated it's not the end of the world but it needs to be addressed at some point.

Submitted by

Adam Magee

Road Foreman

