

Duxbury Selectboard Meeting Minutes

Monday, June 24, 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 6:00 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 Harwood School District to July 8 Selectboard meeting	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

CITIZENS AND VISITORS TO ADDRESS THE BOARD

DISCUSSION	<ol style="list-style-type: none"> 1. Jill Smith – Presented two estimates to repair her driveway at the bottom of Richardson Road from the flooding that occurred in May. 2. Jeff Poitras – Expressed concerns about the intersection of River Road and Main Street. Multiple options to make the intersection safer were discussed including adding line striping, signs, flashing lights, cones, and hiring police. 3. Alan Quackenbush – Alan is representing the Duxbury Land Trust and discussed that the culverts at the end of Hart Road have been damaged. He recommended that the culverts should be removed because there are no houses on the road past the culverts. He is also going to write a letter to the board outlining exactly what he is asking, and then the Selectboard Assistant will add it to a future Selectboard meeting agenda. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Review Vermont State Statute Title 19 to determine appropriate action to take	Selectboard & Jonathan	7/8/19

Add Driveway/Culvert Issues to the July 8 Selectboard meeting agenda	Jonathan	7/8/19
Add River Road/Main Street Intersection to the July 8 Selectboard meeting agenda	Jonathan	7/8/19

APPROVAL OF MINUTES

DISCUSSION	<ol style="list-style-type: none"> 1. Motion by Dan, Second by Mari, All in favor of approving the 6/10/19 Selectboard meeting minutes as posted. 2. Motion by Mari, Second by Dan, All in favor of approving the 6/17/19 Selectboard meeting minutes with discussed amendments. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REVIEW OF SELECTBOARD MAIL

DISCUSSION	No mail	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REPORT: SELECTBOARD ASSISTANT

DISCUSSION	See attached report	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REPORT: HIGHWAY FOREMAN

DISCUSSION	Adam Magee, Highway Foreman, gave this two weeks notice to the board on Monday, June 24, 2019, and announced this to the public at the June 24 Selectboard meeting. Adam’s last day will be Friday, July 5, 2019. There was a motion by Dan, Second by Kevin, All in Favor of appointing Kyle Guyette as the Interim Highway Foreman as of Wednesday, July 3, and will remain in the new position until the town hires a new foreman.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REPORT: TOWN TREASURER

DISCUSSION	The treasurer presented a contract with the town lister for wages and benefits that are broken down into quarterly payments.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

NEW BUSINESS

DISCUSSION	<ol style="list-style-type: none"> Mountainview Drive Driveway Issue – Bob Magee expressed concerns about erosion issues on Mountainview Drive. The board wanted to review Title 19 before a decision is made, and ask that this discussion be added to the next meeting agenda. Class 4 Roads Policy – Updates were made to the policy to reflect the current road classifications. A printed copy will be distributed at the next board meeting for signature. Motion by Dan, Second by Kevin, All in Favor of approving the Class 4 Roads Policy pending the signatures of the board at the next meeting. Set Next Budget Meeting – Since the town will be hiring a new Highway Foreman, the board decided to put the budget meetings on hold until a new foreman is hired. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Review Vermont State Statute Title 19 to determine appropriate action to take	Selectboard & Jonathan	7/8/19
Add Class 4 Roads Policy to July 8 Selectboard meeting agenda	Jonathan	7/8/19

OLD BUSINESS

DISCUSSION	<ol style="list-style-type: none"> Town Garage Update – The town has received engineering design plans from DeWolfe Engineering. To get a better estimate on the cost to the town to implement the designs, Jonathan and Kevin are going to work together to put out a Request for Proposal (RFP) to get estimates from contractors. Gravel Pit Act 250 Permit Update – Avery Excavation begins work on the Act 250 requirements in the existing gravel pit on Tuesday, June 25 and has stated that they expect to be completed within 4-5 days. 	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Work together to send out a RFP to get estimates to implement the engineering designs for the town garage	Kevin & Jonathan	7/8/19

FUTURE AGENDA ITEMS

DISCUSSION	<ol style="list-style-type: none"> 1. Camels Hump State Park Parking Area 2. Highway Department Staffing 3. Turner Hill Road Letter 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

EXECUTIVE SESSION

DISCUSSION	<ol style="list-style-type: none"> 1. Motion by Dan, Second by Kevin, All in Favor of entering into Executive Session at 8:08 PM to discuss Public Employees and Prospective Legal Action. 2. Motion by Dan, Second by Jerry, All in Favor of coming out of Executive Session at 8:56 PM. 3. Motion by Kevin, Second by Jerry, All in Favor of posting the Highway Foreman & Highway Department Crew Member/Equipment Operator positions. 4. Motion by Kevin, Second by Dan, All in Favor of offering David Specht up to \$500 to cover legal fees to speak with a lawyer regarding his liability in the Crossett Hill Road project. The board also agreed that David has until the end of the day on Friday, June 28, 2019 to submit the signed easement or the town will begin the eminent domain process. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

ADJOURNMENT	Motion by Dan, Second by Kevin, All in Favor of adjourning the meeting at 8:57 PM.	
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**Town of Duxbury
Selectboard Assistant Report
06/24/19 Selectboard Meeting**

1. Grants In-Process

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

- i. The Vermont Agency of Natural Resources Stream Alteration Permit was approved pending the public comment period. A decision will be rendered after the 30-day public notice period, ending 7/22/2019. Public comments regarding this project must be received no later than the last day of the public notice period.

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

- i. The survey team will be on site on Friday, June 28 to conduct a survey of the project area.

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

- i. The Local Concerns Meeting is scheduled for Monday, July 8 during the regularly scheduled selectboard meeting. This is part of the VTrans MAB process for members of the public to express their concerns about the project. The project development process will be explained in general terms, a summary of the identified problem(s) and/or condition(s) will be presented and comments and concerns relative to the proposed project will be sought. The purpose of this meeting is not to present solutions but rather better define the problem(s). Any comments and/or concerns arising from this meeting are meant for consideration when proposing a purpose and need statement and corrective course of action.

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

g. May 2019 Flooding Event – VTrans Emergency Grant

- i. No Update

h. Municipal Grants-in-Aid Program (Year 3)

- i. No update

i. April 2019 Flooding Event – FEMA

- i. President Donald J. Trump approved the major disaster declaration for Vermont. FEMA announced that federal disaster assistance has been made available to the state of Vermont to supplement state and local recovery efforts in the areas affected by a severe storm and flooding on April 15, 2019. The Town of Duxbury has submitted a request for public assistance to receive supplemental funding from this event. There is an Applicant Briefing for Washington County scheduled for Friday, June 28 at 10:00 AM at the State Emergency Operations Centers in Waterbury.

2. Grants – Pending Review

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

3. Grants – Currently Writing

- a. Camels Hump Road Bridge Replacement – Hazard Mitigation Grant Program
- b. Scrabble Hill Road Stabilization – Municipal Highway & Stormwater Mitigation FY20
- c. Stevens Brook Road Bank Stabilization – Municipal Highway & Stormwater Mitigation FY20

Board Meeting

June 24, 2019

Road work/Crew work

Graded River road (Pavement to town line) Richardson road, Turner Hill, Ryan road (including class 4A), Atwood, Wilder, Mountain View, Scrabble and, Upper Camels Hump.

Crew and I have been working on repairing flooded areas.

Kyle unplug culvert that was block by beavers on 6-23-2019 then again today 6-24-2019

Foreman Work

Work with crew

Meeting on for Grout road (CVRPC)

Budget Meeting

Equipment

Truck 1 has come back from Chairlebois

Excavator had a hydraulic hosed changed

Flood Damage update

All Ditching, Stone lining, and culvert replacement is done on the north end of town. We installed a steel plate over the culvert on Morse road. We are currently working on Richardson. Once Richardson is completed all the April 2019 storm damage will be repaired. Then we will be repairing the May 2019 storm damage which is Pleasant Street, Crossett Hill, and Hart. Johnathan is working on the RFP for River road.

Submitted by
Adam Magee
Road Foreman

Duxbury Selectboard Meeting Monday, June 24th, 2019

Name	Address	Affiliation
Alden Magee		Foreman
ALAN Quackenbush		
Kathy Martin		News
Jill Smith		
Phyllis Arsenault Berry	Richardson Rd	
Kerry Jackson	Downside Rd	resident
Jeff Poitras		