

## Duxbury Selectboard Meeting Minutes

Monday, July 22, 2019

Note: The complete audio recording of this meeting may be found at [www.duxburyvermont.org](http://www.duxburyvermont.org)

<b>SELECTBOARD MEMBERS PRESENT</b>	Bob Magee, Mari Pratt, Dan Schillhammer, Jerry McMahan, Kevin Garcia
<b>MINUTES PREPARED BY:</b>	Jonathan DeLaBruere
<b>CALL TO ORDER</b>	The meeting was called to order at 6:03 PM by Bob Magee.
<b>INTRODUCTION OF SELECTBOARD MEMBERS</b>	Selectboard members introduced themselves and attendees were reminded to sign in using the sign-in sheet.

### CHANGES TO THE AGENDA

<b>DISCUSSION</b>	1. Move Setting of Tax Rate to next regular meeting	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Add to 8/12/19 Selectboard meeting agenda	Jonathan	8/12/19

### CITIZENS AND VISITORS TO ADDRESS THE BOARD

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. Keith Marino (3207 Crossett Hill Road) – Keith expressed concerns about the erosion on the edge of the road in front of his house. Lots of gravel is continuing to come off the road, and into his yard. Both Kevin (Selectboard Member) and Kyle (Interim Highway Foreman) addressed Keith with a plan to re-slope and re-ditch that entire area.</li> <li>2. Alan Quackenbush (Duxbury Land Trust) – Alan expressed concerns about the challenge accessing the Town Forest from the top of Hart Road. Kyle is planning to meet with the Forest Committee to advise them on the best course of action to improve the road past the gate at the top of the hill. Alan also expressed that as the Duxbury Land Trust has land in the area of the Scrabble Hill Road project, that he would like to be included in the communications with all other abutting landowners.</li> <li>3. Luciana Diruocco (104 Connolly Road) – Expressed concerns about her 101-year-old grandmother’s access to emergency services at their residence due to the road damage. Connolly Road is listed as a Class 4B road, and therefore receives no town maintenance. Keith Marino discussed that he is on the Waterbury Ambulance service and can work with them to formulate a plan in case of an emergency.</li> </ol>
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	<p>4. Jeff Poitras (74 Meadow Lane) – Jeff expressed concern about the intersection of River Road and Main Street. The board discussed using the funding from the Waterbury project that the town receive to hire law enforcement officers from either the Vermont State Police or the Washington County Sheriffs.</p> <p>5. Dan Schillhammer (Waterbury Ambulance Service Duxbury Representative) – Dan attended the previous board of trustees meeting on behalf of the town. At this time, Duxbury seems to be the only logical option for a new ambulance facility.</p>						
<b>ACTION ITEMS</b>	<table border="1"> <thead> <tr> <th>PERSON RESPONSIBLE</th> <th>DEADLINE</th> </tr> </thead> <tbody> <tr> <td>Bob</td> <td>08/12/19</td> </tr> <tr> <td>Jonathan</td> <td>08/12/19</td> </tr> </tbody> </table>	PERSON RESPONSIBLE	DEADLINE	Bob	08/12/19	Jonathan	08/12/19
PERSON RESPONSIBLE	DEADLINE						
Bob	08/12/19						
Jonathan	08/12/19						
Contact the Vermont State Police and the Washington County Sheriffs to get quotes for law enforcement presence on River Road							
Add River Road/Main Street Intersection to next regular meeting agenda							

**APPROVAL OF MINUTES**

<b>DISCUSSION</b>	<p>1. Motion by Dan, Second by Mari, All in Favor of approving the 07/08/19 minutes with the discussed amendments.</p> <p>2. Motion by Dan, Second by Jerry, All in Favor of approving the 07/15/19 minutes as posted.</p>				
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**REVIEW OF SELECTBOARD MAIL**

<b>DISCUSSION</b>	<p>1. Development Review Board (DRB) Letter of Resignation – Erik Ladensack has resigned from the Duxbury DRB as of 7/11/19.</p>				
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**REPORT: SELECTBOARD ASSISTANT**

<b>DISCUSSION</b>	<p>1. Motion by Kevin, Second by Jerry, All in Favor of having Bob sign the grant contract with VTrans for the Class 2 Roads Paving Grant for River Road.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**REPORT: HIGHWAY FOREMAN**

DISCUSSION		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**REPORT: TOWN TREASURER**

DISCUSSION		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**NEW BUSINESS**

DISCUSSION	<ol style="list-style-type: none"> <li>1. <b>Salt Storage Building – Alternatives Presentation</b> – Motion by Jerry, Second by Dan, All in Favor of choosing to “Build” the Salt Storage Building versus “Not Building” the Salt Storage Building.</li> <li>2. <b>Annual TA-60 Form</b> – Based on the percentages from previous years, this fiscal year’s Highway Department budget was broken out between Winter Maintenance, and Non-Winter Maintenance. The form will be updated by the Selectboard Assistant and presented to the board for signature at the next regular meeting.</li> <li>3. <b>Special Town Meeting Discussion</b> – Discussed what the Special Town Meeting was being held for, and voted to hold the meeting on Tuesday, September 10, 2019 at Crossett Brook Middle School. Since school will be back in session, this meeting will be held in the evening with the exact timing to be determined. Motion by Dan, Second by Kevin, and a vote of: <ol style="list-style-type: none"> <li>a. 3 (Yes) - Dan, Kevin, Jerry</li> <li>b. 1 (No) - Mari</li> </ol> </li> <li>4. <b>Driveway Culvert Policy Review</b> – The board discussed proposed changes to the current policy including sending a letter via certified mail, and noting that the landowner has 7 days to respond to the letter once received.</li> </ol>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Add Annual TA-60 Form to next regular meeting agenda	Jonathan	08/12/19
Add Drive Culvert Policy Review to next regular meeting agenda	Jonathan	08/12/19

**OLD BUSINESS**

DISCUSSION	<ol style="list-style-type: none"> <li><b>Driveway/Culvert Issues</b> – All of these items were previously addressed, and no further discussion occurred.</li> <li><b>Town Road and Bridge Standards</b> – Jonathan reached out to VTrans and Vermont Emergency Management about some questions that the board had regarding the guardrail standard. There was only remaining element that Bob wanted to check-in with Adam on before the board signs off on the new standard at the Special Selectboard Meeting on Monday, July 29.</li> <li><b>Town Garage Update</b> – The Request for Proposal (RFP) was submitted to the contractors recommended by DeWolfe Engineering on Friday, July 19, 2019 with the deadline to submit a proposal on Friday, August 9, 2019. The RFP was also posted on the Vermont League of Cities and Towns (VLCT) Classified Section of their website.</li> <li><b>Gravel Pit Act 250 Permit Update</b> – Avery Excavation will be completed with all of the required work as of Wednesday, July 24, 2019. The next step is to schedule a final site visit with the Act 250 Commission.</li> </ol>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Add Town Road and Bridge Standards to the Special Selectboard Meeting on Monday, July 29, 2019	Jonathan	07/29/19

**FUTURE AGENDA ITEMS**

DISCUSSION	1. Winooski Street/River Road Intersection	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Add Winooski Street/River Road Intersection to next regular meeting		

**EXECUTIVE SESSION**

DISCUSSION	1. Motion by Mari, Second by Dan, All in Favor of going into executive session to discuss the Highway Foreman position at 9:06 PM.
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	2. Motion by Dan, Second by Kevin, All in Favor of coming out of executive session at 9:45 PM.		
	3. The Highway Foreman interviews will take place on Monday, July 29, 2019 during the executive session portion of a special Selectboard meeting beginning at 6:00 PM at the Duxbury Town Garage meeting room located at 5421 VT Route 100, Duxbury, VT.		
<b>ACTION ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

<b>ADJOURNMENT</b>	Motion by Dan, Second by Kevin, All in Favor of adjourning the meeting at 9:46 PM.
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**Ravine**

4 messages

**Keith Marino** <kemarino03@gmx.com>  
To: duxbury.sb.assistant@gmail.com  
Cc: irelandboule@gmail.com

Fri, Jul 19, 2019 at 5:30 PM

Hello Jonathan,

Attached are the latest pictures involving the road adjacent to my property. The road has eroded back to the way it was after the first incident. All of the fill has gone back onto my property!

I have put extensive amount ago time and effort attempting to clean my yard, including re-seeding it, only to have the seeds washed away. I'm sick and tired of working "my" tail off only to have the same problem occurring again and again! This situation needs to be resolved and quickly.

It was stated to me the cause of this was due to the failure of a private culver on town road. To the best of my knowledge, the town has 50' of imminent domain from the center of the road. When one looks at this, it falls into this situation.

I know the road crew are doing its best, but the Select Board needs to step up to the plate and resolve this issue, now!

Regards,

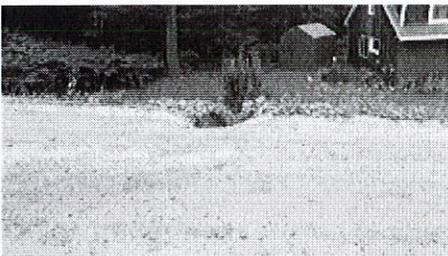
Keith Marino

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Sent from my Android phone with GMX Mail. Please excuse my brevity.

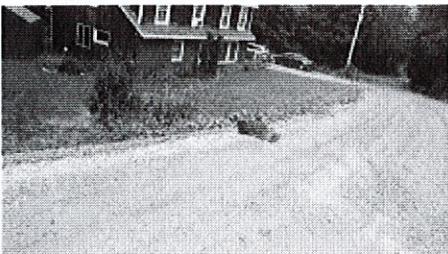
**5 attachments**



**0719191641.jpg**  
6951K



**0719191641c.jpg**  
6640K



**0719191641d.jpg**  
6507K

I Eric Ladensack respectfully resign  
my post on the Development Review  
Board as of 7/11/19.

Sincerely,

A handwritten signature in cursive script, appearing to read "E Ladensack".

**Town of Duxbury  
Selectboard Assistant Report  
07/22/19 Selectboard Meeting**

**1. Grants In-Process**

- a. Crossett Hill Road Slide (Planning Phase) – FEMA (DR-4330)**
  - 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. Geotechnical investigation is scheduled for 7/22/19, and 7/23/19. A geotechnical investigation studies the physical properties of soil and rock to identify potential construction problems. A local concerns meeting for this project has been scheduled for the August 12, 2019 Selectboard meeting.
  
- c. Salt/Sand Shed – Municipal Highway & Stormwater Mitigation FY19**
  - i. The alternatives presentation will be taking place during New Business of the 7/22/19 Selectboard meeting.
  
- 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. The Town of Duxbury has submitted a Vermont Agency of Transportation Emergency Grant as of Monday, June 24 to assist

with the damages sustained in the May flooding event. The roads that are going to be addressed by this grant include:

- Pleasant Street
- Crossett Hill Road
- Hart Road
- River Road

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

- i. Kyle identified Pollander Road on Monday, July 15 as a potential site for this grant. On Tuesday, July 16, 2019, both Jonathan and Kyle visited the site to discuss what best management practices should be implemented. A site visit with Jaron Borg, River Engineer, has been scheduled for Friday, July 26 at 8:15 AM, and a site visit with Dan Currier, Central Vermont Regional Planning Commission, has been scheduled for Tuesday, August 13<sup>th</sup> at 8:15 AM.

#### **i. April 2019 Flooding Event – FEMA (DR-4445)**

The next step in the Public Assistance grant development process is the Recovery Scoping Meeting. This meeting is scheduled for Tuesday, July 23, 2019 8:00 AM with PDMG Kathleen Sullivan. The meeting will focus on the applicant's Damage Inventory, which FEMA Public Assistance uses to identify and report disaster-related damage.

The objectives of the Recovery Scoping Meeting are:

- Discuss the Damage Inventory
- Identify relevant documentation needed to support damage claims
- Schedule Site Inspections
- Develop Program Delivery Plan

### **2. Grants – Pending Review**

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

### **3. Grants – Currently Writing**

- a. Scrabble Hill Road Stabilization – Municipal Highway & Stormwater Mitigation FY20

- b. Stormwater Mitigation Master Plan Projects – Community Block Development Grant
- c. Duxbury Road Erosion Inventory – Better Roads FY21
- d. Stevens Brook Road Bank Stabilization – Transportation Alternatives
- e. Atwood Road Culvert Replacement – VTrans Structures Grant

**4. Other Items:**

- a. River Road/Main Street Traffic Safety Assessment – After contacting VTrans District 5 Project Manager, Ashley Bishop, about this issue, they have set up a traffic safety assessment on Friday, July 26.
- b. River Road Culvert – After reviewing this culvert last week with Kyle, it has gotten worse with the outlet almost completely blocked. VTrans, Kevin, Kyle, and Jonathan are visiting this culvert tomorrow, July 23 after the FEMA Recovery Meeting.
- c. Central Vermont Regional Planning Commission – On Tuesday, July 9, I submitted my letter of resignation to Bonnie Waninger, CVRPC. The reason for this is due to the conflict of interest with Duxbury being one of their municipalities. My last day there will be Friday, August 9.

## **Foreman's Report**

**July 22, 2019**

### **Board Meeting**

#### **Road work/Crew work**

- Highway crew's portion of the pit project was completed, which was done by resurfacing Atwood Rd, a portion of Welch Rd and a few spots on Dowsville Rd. Pit Floor was smoothed and is ready for Hydro-seed.
- Moved Chloride tanks to allow for pit work.
- River rd. was graded and chloride from Main street to Camels Hump.
- Camels Hump and Scrabble Hill was spot graded, North End of Crossett Hill, steep hill on Turner Hill and first Hill on Sunrise Ave were graded.
- Turner Hill Rd from 336 to Webster Rd. was Dig Safed and ditched/stone lined
- Sand is being pushed off as needed.

#### **Foreman Work**

- Work with crew
- FEMA Conference call
- Check roads as needed
- Work with Mike Avery to get tree gators for trees in the pit
- Work with Scott's line striping for painting of Main Street.
- Met with Jonathan about contract work and also Pollander road. Decided that Pollander Rd. would be a good place for grant money.
- Look at River Rd culvert with Jonathan
- Meet with Kevin about Marshall Rd and Mountain View Rd work

#### **Upcoming Work**

- Dowsville?
- River Rd culvert
- Mountain View
- Marshall Rd

### **Equipment**

- Excavator was down for service on 7/16
- Chloride trailer was inspected at Duxbury Autotech on 7/9
- Grader blew a fuel injector line 7/22 and was replaced.

### **Flood Damage update**

- Per SB at special meeting, Richardson Rd flood damage will be contracted out to finish up April flood damage work.(FEMA)
- Hart Rd. and Crossett will also be contracted out for May flood damage. (AOT Emergency grant)
- Johnathan is working on the RFP for River road.

### **Miscellaneous**

- Pollander Rd bank slide issue needs to be addressed, Rd. will need to be completely re-ditched and have culverts cleaned and possibly replaced.
- Betty Deforge called about getting Blocks and large Rock off her property, this will be part of the Scrabble Hill work.
- Comcast will be coming to install new service to the Highway garage for internet and phone. They will be replacing the current service provided by Consolidated Communications.

Submitted by

Kyle Guyette

Interim Road Foreman

PURPOSE

The purpose of the project is to construct a salt/sand and equipment storage facility in the Town of Duxbury at their current, Town owned, storage site.

NEED

This facility would improve the existing undersized, three-sided salt/sand storage structure to a fully enclosed structure, protected from the elements, in order to reduce the potential for erosion. The salt/sand is required for use in road salting operations by the Town during the winter months. The equipment storage side of the building is proposed to store the loader and excavator the Town uses for these operations.

## Duxbury Selectboard Meeting Monday, July 22<sup>nd</sup>, 2019

Name	Address	Affiliation
Jonathan DeLaBruere		Selectboard Assistant
ALAN Quacknabush		Duxbury Land Trust
Phyllis Arsenault Berry		
David Speck		Treasurer
Kyle Guyette		Highway
Katie Martin		Press
Jeff Poitros.		
Keith Marino	3207 Crossett Hill	Resident
Luciana DiRuocco	104 Connolly Rd	Resident