

DuxburySelectboardSpecialMeetingMinutes

July 21, 2020

SELECTBOARD MEMBERS PRESENT	Kevin Garcia, Jerry McMahan, Dan Schillhammer, Dick Charland, Mari Pratt All members were attending meeting via Zoom
ATTENDEES	Henry Amistadi, Myra Perry, Jonathan DeLeBruere, Jill Smith.David Specht All attendees were attending via Zoom
MINUTES PREPARED BY:	Mari Pratt 7.22.20

Kevin called the meeting to order at 6:00pm

J.P.Sicard Contract: Construction

Contract has typos in the wording. The word Owner is used in two places where it should be Town. This will be corrected by putting a strikethrough Owner, writing Town, then initialing the handwritten correction.

Mari moved to accept the contract for JPSicard with stated changes, Dan 2nd, AIF. Motion passes

DuBois & King: Resident Engineer Inspector

Dick had concerns as to if FEMA would cover this expense? Kevin and Jonathan first stated that it should. Jonathan stated that he had a phone conversation with a State FEMA rep. He said that FEMA could cover it. FEMA does not usually just say yes to a cost. They work all of the project money numbers together at the end of the project. REI, is a cost that they might allow. Dick stated that a phone call is like a, he said she said situation. Jonathan stated that he will ask for it in an email. There was a discussion about an email string supporting most of what Jonathan said. It will be attached to the minutes.

Dan moved to accept the contract for DuBois & King, Mari 2nd, vote was 4 to 1. Mari, Dan, Jerry, Kevin in favor, Dick opposed. Motion passes.

Kevin moved to allow Mari to sign both contracts, as he is extremely busy at work. Jerry 2nd, vote was 4 to 1. Mari, Dan Jerry, Kevin in favor, Dick abstained as he does not support one of the contracts. Motion passes.

Camels Hump Culvert Replacement Grant

The Selectboard reviewed and discussed this grant.

Jerry moved to go forward with this grant, Dan 2nd, AIF. Motion passes.

6:36pm Dan moved to adjourn, Dick 2nd, AIF



Jonathan DeLaBruere <duxbury.sb.assistant@gmail.com>

Duxbury DR4330 Crossett Hill Road Slide

8 messages

Jonathan DeLaBruere <duxbury.sb.assistant@gmail.com>

Wed, Jun 3, 2020 at 1:13 PM

To: "Canarecci, Kim" <kim.canarecci@vermont.gov>

Cc: Kevin Garcia <kevingduxburyvt@gmail.com>

Good Afternoon Kim,

We held our pre-bid meeting for the Crossett Hill Road project this morning. We are very excited to get this project up and running, as it has certainly been a process in the making. One question that came up this morning is if we are allowed to use the funds obligated from FEMA to fund having a resident engineering inspector be present on this project due to the scale and scope of work. I am aware that FEMA obligated \$654,622.96. If we stay within that amount, can we use the funds for both a construction contractor and a REI?

Thanks for the help.

Jonathan

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Jonathan DeLaBruere
Selectboard Assistant
Town of Duxbury, Vermont

Canarecci, Kim <Kim.Canarecci@vermont.gov>

Wed, Jun 3, 2020 at 1:49 PM

To: Jonathan DeLaBruere <duxbury.sb.assistant@gmail.com>

Cc: Kevin Garcia <kevingduxburyvt@gmail.com>

Hi Jonathan

I'm not sure what you are asking.

You can use the funds from the FEMA project only for what was approved in the scope of work for that project. The actual costs will be verified at project closeout.

From: Jonathan DeLaBruere <duxbury.sb.assistant@gmail.com>

Sent: Wednesday, June 3, 2020 1:13 PM

To: Canarecci, Kim <Kim.Canarecci@vermont.gov>

Cc: Kevin Garcia <kevingduxburyvt@gmail.com>

Subject: Duxbury DR4330 Crossett Hill Road Slide

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

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Canarecci, Kim <Kim.Canarecci@vermont.gov>

Wed, Jun 3, 2020 at 3:35 PM

To: Jonathan DeLaBruere <duxbury.sb.assistant@gmail.com>

Cc: Kevin Garcia <kevingduxburyvt@gmail.com>, "Desouza, Joanne" <joanne.desouza@fema.dhs.gov>, "Slonaker, Katherine" <katherine.slonaker@fema.dhs.gov>

Sorry I'm tied up on a call.

You are NOT guaranteed that \$650k that is in project. It's an estimate placeholder. Once your project is completed and then closed with all documentation, you will be paid based on actual costs that are approved for the scope of work listed in project.

Hiring an engineer -properly procured -could be an eligible cost expense.

Kimberly Canarecci
Vermont State Public Assistance Officer
802-585-4209

From: Canarecci, Kim <Kim.Canarecci@vermont.gov>

Sent: Wednesday, June 3, 2020 1:49 PM

To: Jonathan DeLaBruere

Cc: Kevin Garcia

Subject: RE: Duxbury DR4330 Crossett Hill Road Slide

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Canarecci, Kim <Kim.Canarecci@vermont.gov>
To: Jonathan DeLaBruere <duxbury.sb.assistant@gmail.com>

Wed, Jun 3, 2020 at 4:30 PM

Kimberly Canarecci
Vermont State Public Assistance Officer
802-585-4209

From: Slonaker, Katherine <katherine.slonaker@fema.dhs.gov>

Sent: Wednesday, June 3, 2020 4:17:37 PM

To: Canarecci, Kim <Kim.Canarecci@vermont.gov>

Cc: Desouza, Joanne <joanne.desouza@fema.dhs.gov>

Subject: RE: Duxbury DR4330 Crossett Hill Road Slide

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Hi Kim,

You are correct- an onsite engineer could be an eligible expense that would be evaluated as part of the closeout review. I thought I would paste the cost estimate section of EMMIE below to also show the current breakdown of costs that have been awarded to date = almost \$796k.

Version 0 was awarded for the completed work and also \$127,345 for A/E costs. Part of that A/E estimate included construction site visits - see attached document. They should review this estimate and if they think their engineering expenses will be significantly higher please let us know.

PROJECT COST					
ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
		*** Version 0 ***			
		Work Completed			
1	9007	Labor	1/LS	\$ 356.94	\$ 356.94
2	9008	Equipment	1/LS	\$ 968.75	\$ 968.75
3	9009	Material	1/LS	\$ 12,486.75	\$ 12,486.75
		Work To Be Completed			
4	9001	Contract	1/LS	\$ 127,345.00	\$ 127,345.00
		*** Version 1 ***			
		Work To Be Completed			
5	9999	CEF estimate - return to pre-disaster estimated project costs	1/LS	\$ 166,186.00	\$ 166,186.00
6	9999	10% Construction contingency	1/LS	\$ 59,511.18	\$ 59,511.18
7	0909	Hazard Mitigation Proposal	1/LS	\$ 428,925.78	\$ 428,925.78
				TOTAL COST	\$ 795,780.40

Thanks,

Katie

Katie Slonaker

Supervisory Emergency Management Specialist

FEMA Region I, Recovery Division

63 Old Marlboro Rd, Maynard, MA 01754

Phone: 202-704-7238

Katherine.Slonaker@fema.dhs.gov



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 **Pages from Project 13102 - DR 4330VT - Contractor Bid and supporting Documentation - Crossett slide and Justification.pdf**
64K

Jonathan DeLaBruere <duxbury.sb.assistant@gmail.com>

Wed, Jun 3, 2020 at 4:45 PM

To: "Canarecci, Kim" <Kim.Canarecci@vermont.gov>

Cc: Kevin Garcia <kevingduxburyvt@gmail.com>

Kim,

This has been extremely helpful, thank you. My answer to this is yes, I believe that our engineering costs will be higher than the estimate in EMMIE. The design engineer (Golder) does have some funds allocated for making project site-visits during construction, but this is not the same thing as having a resident engineering inspector on-site every day that the contractor is working. I estimate between \$50,000-100,000 for these services for the duration of the project. We are going to put this out to bid following the town's procurement process that is in place. Please let me know if you have any questions or concerns.

Thanks,

Jonathan

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Canarecci, Kim <Kim.Canarecci@vermont.gov>
To: Jonathan DeLaBruere <duxbury.sb.assistant@gmail.com>
Cc: Kevin Garcia <kevingduxburyvt@gmail.com>

Wed, Jun 3, 2020 at 5:01 PM

Hi Jonathan

Great ...once you have put it out to bid and have selected the lowest bidder please provide me with those bid estimates and your RFP and we will ask that fema readdress the current project.

Kimberly Canarecci
Vermont State Public Assistance Officer
802-585-4209

From: Jonathan DeLaBruere <duxbury.sb.assistant@gmail.com>

Sent: Wednesday, June 3, 2020 4:45:12 PM

To: Canarecci, Kim <Kim.Canarecci@vermont.gov>

Cc: Kevin Garcia <kevingduxburyvt@gmail.com>

Subject: Re: Duxbury DR4330 Crossett Hill Road Slide

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Jonathan DeLaBruere <duxbury.sb.assistant@gmail.com>
To: "Canarecci, Kim" <Kim.Canarecci@vermont.gov>
Cc: Kevin Garcia <kevingduxburyvt@gmail.com>

Tue, Jul 7, 2020 at 11:36 AM

Kim,

Here are the minutes from the Selectboard meeting outlining the results of the resident engineering bids. I have also included the RFP that was sent out to obtain bids. Please let me know if you have any questions.

Thank you,

Jonathan

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3 attachments

 **Duxbury_Minutes_6_29_20.pdf**
71K

 **Duxbury_Addendum to Crossett Hill RE.pdf**
58K

 **Duxbury_ConstructionInspectionRFP.pdf**
125K

Canarecci, Kim <Kim.Canarecci@vermont.gov>
To: Jonathan DeLaBruere <duxbury.sb.assistant@gmail.com>
Cc: Kevin Garcia <kevingduxburyvt@gmail.com>

Tue, Jul 7, 2020 at 12:31 PM

Thank you Jonathan

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