

Duxbury Selectboard Meeting Minutes

Monday, August 12th, 2019

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

SELECTBOARD MEMBERS PRESENT	Bob Magee, Dan Schillhammer, Jerry McMahan, Kevin Garcia
MINUTES PREPARED BY:	Jonathan DeLaBruere
CALL TO ORDER	The meeting was called to order at 5:32 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 Veterans Exception and Set Tax Rate to beginning of New Business	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

CITIZENS AND VISITORS TO ADDRESS THE BOARD

DISCUSSION	<ol style="list-style-type: none"> 1. Todd Seymour – Expressed concern about the driveway culvert that was removed by the town during highway maintenance. He asked if the town would pay for the culvert, and he would do the installation himself. 2. Margaret Laggis – Sent an email to Bob about the property at 319 Main Street. Due to this property being difficult to rebuild, as it is a non-conforming structure, the property owner wanted to know what the process is for deeding the land to the town. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Add both items to the next meeting agenda	Jonathan	08/26/19

APPROVAL OF MINUTES

DISCUSSION	<ol style="list-style-type: none"> 1. Motion by Dan, Second by Jerry, All in Favor of approving the 07/22/19 minutes with the discussed changes. 2. Motion by Jerry, Second by Dan, All in Favor of approving the 07/29/19 minutes as posted. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REVIEW OF SELECTBOARD MAIL

DISCUSSION	<ol style="list-style-type: none"> 1. Invitation to participate in the VLCT Town Fair on Wednesday, October 2nd in Killington, Vermont. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Add to next regular meeting	Jonathan	08/26/19

REPORT: SELECTBOARD ASSISTANT

DISCUSSION	See attached report	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REPORT: HIGHWAY FOREMAN

DISCUSSION	<ol style="list-style-type: none"> 1. Motion by Kevin, Second by Jerry, All in Favor of having Kyle move ahead with the Main Street/River Road intersection improvements which include: <ul style="list-style-type: none"> • Barrels • Speed Limit Signs • Stop Ahead Signs • Stop Signs • Line Striping 2. Motion by Dan, Second by Jerry, All in Favor of keeping the season highway department employee until the employment process for the new fulltime highway department employee is completed. 	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Include the VTrans recommendations in the minutes and send to Jeff Poitras	Jonathan	08/26/19
Add Signage to next meeting	Jonathan	08/26/19

REPORT: TOWN TREASURER

DISCUSSION	<ol style="list-style-type: none"> 1. In the process of switching all employees over to a two week cycle. This is being done to save money, and to limit the number of times the Selectboard has to sign warrants. 2. Dental Insurance for fulltime employees has been adjusted, so that the employees are no longer charged a premium. 3. Motion by Jerry, Second by Kevin, All in Favor of approving the presented permits by O’Leary-Burke for the highway department material yard site work and having the treasurer write checks for the application fees. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

NEW BUSINESS

DISCUSSION	<ol style="list-style-type: none"> 1. Veterans Exemption – Motion by Dan, Second by Kevin, All in Favor of approving the veteran’s exemption as done in prior years. 2. Set Tax Rate – Motion by Dan, Second by Kevin, All in Favor of approving the 2019-2020 tax rate of 0.5735 as presented by the treasurer. 3. Scrabble Hill Road Local Concerns Meeting – Both VHB and DuBois & King had representatives at this meeting to give an overview of the project to date. They will be back to the town in a few months to present on some alternatives and associated costs. 4. Release of Lease Land Deed – Motion by Kevin, Second by Jerry, All in Favor of signing the document for the release of lease land for Stephen and Breta Grace. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OLD BUSINESS

DISCUSSION	<ol style="list-style-type: none"> 1. Gravel Pit Act 250 Permit Update – The town’s existing gravel pit has been officially reclaimed and no longer falls under Act 250 jurisdiction. 2. TA-60 Form – Motion by Dan, Second by Kevin, All in Favor of approving the presented TA-60 Form. 3. Town Garage Bid Opening – The town received one bid for the town garage project from Compass Construction out of Stowe, VT for \$225,000. The town had sent the Request for Proposals to six contractors as well as was posted on the VLCT Classified section of their website. Motion by Dan, Second by Jerry, All in Favor of accepting the bid, and having Kevin contact them regarding the different alternatives. 4. Special Town Meeting Discussion – Since the town doesn’t have final numbers to write articles for the town meeting that is scheduled for September 10th, that meeting will be a special selectboard meeting to discuss in detail everything that the town has been working on since the town meeting in March. At that meeting, the board is planning on having the final numbers, so the town will know what the bond will be for, and how much it is going to cost. During the next meeting, the board will set up the order/format of the September 10th meeting.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send TA-60 form to VTrans and give a copy to treasurer	Jonathan	ASAP
Contact Compass Construction to determine a final price including any of the chosen alternatives before the September 10 meeting.	Kevin	09/10/19

ADJOURNMENT	Motion by Kevin, Second by Dan, All in Favor of adjourning the meeting at 8:19 PM.
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Re: Duxbury property

From: Margaret Laggis <laggistics@comcast.net>

Date: 08/10/2019 09:31PM

To: rmagee@myfairpoint.net

I did not personally call it was the prospective buyers. I have to assume they spoke to a staff person with the DRB. I am on call for Hardwick Rescue on Monday nights so I would not be able to come in but thank you for making the offer.

Margaret

Sent from my iPad

> On Aug 10, 2019, at 1:22 PM, rmagee@myfairpoint.net wrote:

>

> Who were the town officials? I have a meeting on Monday night at 5:39 pm. If you would like to come address the board you can. If not I will bring it up and get back to you.

>

>

>

> On Fri, 9 Aug 2019 13:01:29 -0400, Margaret Laggis <laggistics@comcast.net> wrote:

>

> Robert:

>

> I own a property at 319 Main St in Duxbury. This is a home that fell on hard times when a foundation failed. I purchased the property through a foreclosure. My intention was to rehab the house but I have since moved and no longer want to try to do this from a distance. I have listed the house for \$40k and although I have had several offers, every time they call the town offices they learn that rebuilding is probably a long shot. The property is still being assessed at a value of 104k which led me to believe at least the listers feel as though it would be easily rebuildable. I have now lost 4 offers due to conversations with town staff. If the lot is truly so unlikely to be rebuilt, I would like to deed it over to the town.

>

> Please let me know what this process might look like.

>

> Margaret Laggis

>

> Sent from my iPad

**Town of Duxbury
Selectboard Assistant Report
08/12/19 Selectboard Meeting**

1. Grants In-Process

- a. Crossett Hill Road Slide (Planning Phase) – FEMA (DR-4330)**
 - i. FEMA has finished reviewing the scope of work change request submitted by the town, and has sent a list of questions for the town to answer. The town has 30 days to answer the questions, but it is anticipated to return the questions to FEMA by the end of the week.

- b. Scrabble Hill Road Stabilization – Municipal Highway & Stormwater Mitigation FY19**
 - i. A local concerns meeting for this project has been scheduled for the August 12, 2019 Selectboard meeting under New Business.

- c. Salt/Sand Shed – Municipal Highway & Stormwater Mitigation FY19**
 - i. No Update

- d. Camels Hump Road Scoping Study – Transportation Alternatives FY19**
 - i. No update

- e. River Road Paving – Class 2 Town Highway Road Program**
 - i. Signed contract is in place, but needs to wait until VTrans Emergency Grant work is finished before proceeding. This work is likely to occur next year.

- f. Ryan Road Culvert Replacement – Better Roads FY20**
 - i. Had a phone conversation with Alan, and we have been given verbal approval to move ahead. Completed the Stream Alteration General Permit for this project, and contacted the US Army Corps of Engineers to schedule a site visit.

g. May 2019 Flooding Event – VTrans Emergency Grant

- i. A request for proposals was sent out on Monday, August 5 with the last day to submit a proposal being Friday, August 23. Two optional site visits to review the scope of work have been scheduled for Friday, August 16 beginning at 8:30 AM and Monday, August 19 beginning at 5:00 PM. The board will open bids during the Monday, August 26 Selectboard meeting.

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

- i. A site visit with Dan Currier, Central Vermont Regional Planning Commission, has been scheduled for Tuesday, August 13th at 8:15 AM. This project will likely include ditching, stone lining, replacing/adding cross drainage culverts, and reshaping the roadway to shed water properly.

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

- i. A site investigation was conducted on Friday, August 9, 2019 to review both the Morse Road culvert and ten cross drainage culverts on Richardson Road. Both project sites will likely be large projects given the cost to repair.

j. Town Highway Bypass Grant – VTrans

- i. The purpose of this grant is to provide financial assistance to a municipality to mitigate for additional law enforcement, maintenance, and dust control as necessary due to the Waterbury Reconstruction project.

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. Duxbury Road Erosion Inventory – Better Roads FY21
- c. Culvert Replacement – 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 conducted a traffic safety assessment on Friday, July 26. Upon completing the assessment, they provided both short and long term recommendation to the Selectboard.
- b. **River Road Culvert** – VTrans, Kevin, and Jonathan conducted a site visit of this culvert on July 23, 2019. Ashley Bishop, VTrans, recommended that the town shift the road away from the outlet of the culvert for the time being. She is reaching out to the VTrans Waterbury Reconstruction project manager to determine the best course of action.
- c. **Selectboard Member Voting** – On Thursday, August 8, I received an email from Mark Morse regarding the way the Selectboard members' votes are recorded in the minutes if the decision of the board is not unanimous. This is an FYI to the board that going forward, if the decision is not unanimous, that I will be recording the way each member votes in the minutes.

Foreman's Report

August 12th, 2019

Board Meeting

Road work/Crew work

- Finish ditch work and graveling of Turner Hill from Webster Rd. Down to 336
- Continue ditch work on Mountain View
- Ditch South end of Crossett Hill (aprons)
- Check roads after 7/30 storms
- Ditch small section of Dowsville Rd in front of house number 101 to relieve water issue.
- Water problem near Hartshorn's on Crossett
- Camels Hump, Crossett Hill, Ward Hill, Welch Rd Graded and chloride applied
- Attempt temporary solution to water issue on Crossett Hill by Marino's
- Attempt a second temporary fix to water issue by Hartshorn's on Crossett
- Haul in ditching stone from Brosseau's
- Push off sand as needed
- Clean trees up from storms

Foreman Work

- Work with Crew
- Work with Comcast on Install of new phone and internet service
- Check roads
- Meet with Jonathan to go over upcoming grant projects and other projects

- **Equipment**
- Truck 3 is down with a brake issue.
- Truck 1 (2014) was picked up from warranty work on 8/1
- Truck 2 Will be going to Marshall Tire to have the new summer tires put on 8/13
- Truck 1 & 2 will Charlebois for State Inspections on 8/22 & 8/26
- Grader had injector line issue again on 8/12 and was fixed again.

Other Items

- Waiting on scheduling from L&D Line striping for Main street double yellow. Will be having the Town of Waterbury come and street sweep main street prior to L&D coming, so that they paint on fresh clean pavement. Once that is done Scott's line striping will come in to paint stop bars, yield ahead and yield.
- A request has been made by a couple of residents on Devlin Rd to put up slow children/pet signs as there is a spike in traffic on that road due to a lot of land being for sale and people are speeding on that road.

Submitted by

Kyle Guyette

Road Foreman

STATE OF VERMONT
DISTRICT 5 ENVIRONMENTAL COMMISSION

RE: Town of Duxbury)Land Use Permit 5W1243-4
5421 VT Route 100)Memorandum of Decision
Duxbury, Vermont 05676)Act 250 Rule 32(B)
)Gravel Pit Reclamation/Permit Expiration
)10 V.S.A. Chapter 151 (Act 250)

INTRODUCTION

On January 25, 1999, Land Use Permit 5W1243-4 was issued to the Town of Duxbury authorizing the operation of a municipal gravel pit on a 37.7 acres tract located on Lot 3 of the previously approved State Hospital Farm subdivision. Also authorized was the construction of a 1,300- foot long access road. At an expected annual extraction rate of 8,000 to 10,000 cubic yards annually, the project had an expected twenty years life span.

Pursuant to Act 250 Rule 32(B), Land Use Permits granted for the extraction of mineral resources must contain specific dates for the completion of the project, reclamation of the land, and for expiration of the land use permit. In addition, prior to the release of jurisdiction, the District Environmental Commission must conclude that the project site is reclaimed and suited for an approved alternative use or development, consistent with the provisions of 10 V.S.A., Chapter 151, Section 6086 9(E)(ii).

In March 2019, the Town indicated that the gravel extraction operation was completed and that the pit had been reclaimed. The District Commission was requested to conduct a site visit to so verify. Prior to conducting a site visit, the Commission sought confirmation that any old equipment, culverts, and other materials stored on site had been removed. Upon the town's confirmation that all materials had been removed, the Commission Vice Chair and the district coordinator toured the site on April 23, 2019.

CONCLUSIONS

During the site visit the Commissioner and the district coordinator observed stockpiled earthen material within the pit area. The Town explained the material was for a pending job. Once the stockpile was removed, the disturbed area would be graded level and seeded. A bank within the pit, just south of the pond was not stabilized and required plantings. A few of the trees planted within a buffer which was installed to screen the project from the adjoining property, had died and would need to be replaced. As we circumnavigated the pit to the east, it was also noted that a dead tree had fallen onto one of the new planted trees; the dead tree needs to be removed so it doesn't damage the live tree.

Continuing around the perimeter of the former pit, there was evidence of stormwater discharge leaving the pit and entering the stream below via an area that was lower than the neighboring bank. This area has been problematic in the past because the pond outlets in this area. The Town agreed that the berm around the perimeter in this area could be raised to be level with the rest of the bank and extended all the way up to the edge of the area adjacent to the concrete blocks that protrude beneath gravel. The area required stabilization to prevent stormwater from discharging off-site.

Upon a second site visit conducted on August 2, 2019, the pit was found to be reclaimed. The stockpile was removed, and the disturbed areas had been leveled and hydroseeded. The dead trees in the buffer had been

Land Use Permit 5W1243-4
Town of Duxbury
Memorandum of Decision
Act 250 Rule 32(B)
Pit Reclamation/Permit Expiration

replaced with new trees, while the fallen tree had been removed. A berm was built in the low-lying area and was extended as previously discussed. Now this area has a sufficiently high berm to effectively contain stormwater within the confines of the former pit area and prevent off-site discharges into the adjacent stream. There was evidence that the berm was hydroseeded as well.

As the site visit concluded, the Town reiterated its intent to utilize a portion of the tract to construct a new municipal salt storage shed this year. Additional municipal buildings may be constructed in the future. The district coordinator advised the Town that if the subsequent construction of improvements on this tract would be solely for municipal purposes, and disturb less than 10 acres, no Act 250 permit would be required for construction, pursuant to 6001(3)(A)(v).

ORDER

Based on the foregoing, the District Commission concludes that the reclamation of the Town of Duxbury Gravel Pit has been completed, and the site has been left in a condition suited for future municipal purposes.

Accordingly, Land Use Permit 5W1243-4 is expired.

Dated at Montpelier, Vermont this 7th day of August 2019.

By: /s/Jeremy Reed
Jeremy Reed, Vice Chair
District 5 Environmental Commission

Commissioner participating in this decision:
Peter Heitmann

CERTIFICATE OF SERVICE

hereby certify that I sent a copy of the foregoing **MEMORANDUM OF DECISION 5W1243-4 (TOWN OF DUXBURY)** by U.S. Mail, postage prepaid, on this 7th day of August 2019 to the individuals without email addresses and by electronic mail, to the following with email addresses:

Note: Any recipient may change its preferred method of receiving notices and other documents by contacting the District Office staff at the mailing address or email below. If you have elected to receive notices and other documents by email, it is your responsibility to notify our office of any email address changes.

Duxbury Select Board
c/o Steffan Defeo
5421 VT Route 100
Duxbury VT 05676
Duxbury.sb.assistant@gmail.com
aqbogs@myfairpoint.net

Burt & Becky Green
5300 VT Route 100
Duxbury VT 05676

Robert & Kathryn Grace
4928 VT Route 100
Duxbury VT 05676

Central VT Regional Planning Commission
29 Main Street Suite 4
Montpelier VT 05602
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District 5 Environmental Commission
5 Perry Street Suite 60
Barre VT 05641
nrb.Act250Barre@vermont.gov

BY /s/ Lori Grenier
Lori Grenier
Nat. Res. Board Tech.

Proposal

August 9, 2019
Town of Duxbury
Town Garage Structural Improvements
Duxbury, VT

Attention: Mr. Jonathan DeLaBruere of Duxbury Town

We are pleased to quote the following: Misc. Structural Improvements at Town Garage

This quote is based on the following:

- RFP dated 7.19.2019
- Structural review and drawings of building by DeWolfe Engineering dated 12.21.2018
- All materials, labor and installation procedures as defined by both the aforementioned specification sheets and details and installation guidelines and practices from the manufacturer and in compliance with safety regulations by OSHA and VOSHA
- All Compass employees have minimum fall protection certification, OSHA 10 training, OSHA 40 for foremen and superintendents, and certified riggers for crane work
- Compass Construction is a member of the ISN Safety Network

Project Team and Experience:

Compass Construction specializes in Pre-Engineered Steel buildings and Centria Architectural Siding. With clients such as Ben & Jerry's/Unilever, VT Artisan Coffee, Camp John, Newport Armory, VT Air National Guard, etc., Compass has the right leadership, staff and expertise to safely complete high quality and high-profile projects again and again.

Growing up in the construction industry and multiple years of experience with steel buildings, Dan Cameron leads a talented team of craftsman in the industry to produce high quality work. Each project is carefully staffed to ensure it's on time and on budget completion. We focus on efficiency, safety and quality in the field. All personnel are required to complete a minimum of OSHA 10 training as well as fall protection certifications and any other certifications for the required tasks. We staff a certified welder and equipment operators to maintain the required quality guidelines set forth by the specs as well as our company focus of continual high-quality work.

A very similar project we completed was for Champlain Cable in Colchester. Their back building was a similar pre-engineered frame that was not loaded properly for the build up of snow against the larger building and the snow drift led to the purlins all rolling. We removed the existing roof, re-installed the purlins, installed additional purlins and bracing for support, installed a new metal b-deck and new ISO and Membrane roofing.

Scope of Work:

- Demo existing roof and back wall and dispose of materials
- Supply and Install Miscellaneous Structural Steel Upgrades as per drawings
 - 8.5" 12 GA primed Z-Purlins nested with existing as per S1.0 as well as at new overhang
 - L1.5x1.5x3/16" Angle installed as flange bracing as per S1.0
 - L5x5x5/16", L3x3x1/4" and gusset plates at OH doors as per 3/S1.1
 - W12x16 Beams to create 3' overhang at low side of building
 - 20ga G60 Galvanized 1.5" Metal B-Deck

- Approximately 1,500 sqft of 3" Insulated Metal Wall Panels
 - 3" Panel for R24.3
 - 26ga metal exterior shell with Kynar Exterior Paint Finish
 - All standard colors
 - 26ga metal interior shell with Poly White Interior Paint Finish
 - All trims to match siding
- Approximately 6,500 sqft of New Membrane Roofing
 - Duro-Last PVC, 50 mil Membrane installed over (2) layers of 2.6" ISO for R30
 - New 24ga metal trims
 - All standard colors
 - 15 year No Dollar Limit Roof Warranty
- Construction Clean-Up
 - GC is assumed to supply dumpsters on site
- Removal of all trash, debris, etc. due to scope of work
- All steel to be primed red, any additional paint is to be by others
- All power, staging and equipment necessary for erection of steel building, roofing, panel installation, receiving materials and all aspects outlined in scope of work

Project Tasks and Schedule:

- Complete interior tasks first before removing outer shell
 - Install new gussets and bracing above overhead doors
 - 1.5 Weeks
 - Remove existing roofing 1 bay at a time, install new purlins, flange-braces, overhang beams, install new decking
 - 4 Weeks
 - Install new Poly-Iso Insulation and Membrane Roofing
 - 1.5 Weeks
 - Remove existing back wall siding and install new insulated metal panels
 - 1.5 Weeks
 - Final Trim and Punchlist
 - .5 Week

Compass Construction, LLC
9450 SW Gemini Road, #73104
Beaverton, OR 97008
802-989-3513
www.compassvt.com



Exclusions:

- Sales Tax
- Foundation Drawings
- Masonry block
- Vapor Barriers
- Any sheathing
- Miscellaneous caulking and sealant other than those used in conjunction with our work
- Field testing
- Louvers
- All glass curtain wall, windows, storefronts and skylights
- Penetrations and materials for penetrations not shown on the architectural drawings
- Bonds, permits, and fees unless specifically stated as included
- Miscellaneous flashing and/or sheet metal not contiguous with our materials
- Scuppers, leaders, gutters, downspouts, and accessories unless otherwise noted

We propose to furnish Labor and Materials as specified for the sum of:.....\$225,930.00
Two Hundred Twenty Five Thousand Nine Hundred Thirty Dollars.....00/00

- Alternate #1: Reside entire existing building: ADD \$48,450
- Alternate #2: Standard 22ga, 1.5" B-Deck Primed in lieu of G60: DEDUCT <\$6,000>
- Alternate #3: R49 Roof Insulation: ADD \$10,000
- Alternate #4: Centria Total Clad Metal Insulated Roof Panels, 4" R32: ADD \$0

*****Upon contract award 10% down payment as Contract Binder*****

*****Materials to be paid for at time of delivery*****

*****Payment is to be received within 10 days of Progress Invoices*****

*****Please allow 6 weeks for siding delivery*****

*****Please allow 9 weeks for completion of work*****

*****Materials to be paid for at time of delivery*****

*****All change-orders to be cost plus 15% overhead and 10% profit*****

A handwritten signature in black ink that reads "Daniel J. Cameron".

Signature _____
Daniel J. Cameron, Manager
Compass Construction

Quote Valid for 30 Days

Duxbury Selectboard Meeting Monday, August 12th, 2019

Name	Address	Affiliation
Jonathan DeLaBruere		Selectboard Assistant
Paul Crawford	South Barre, VT	UHB/Town Project Manager
Brian Breslend	6 Green Tree Drive S. Barre, VT	Dubois & King, Inc.
Darren Bennett	18 Constitution Drive Bedford, NH	DuBois & King, INC.
Kyle Guyette		Highway
Todd Seymour	298 Turner H. 1122	
L.A. Dickson	CH(R)	
Alan Quach	782 Marshall Rd	DLT
Sean Spruill	325 Mountain	Plumbing
Wayne Ford	195 Scrabble	Resident
JERRY LACKN	195 SCRABBLE	RESIDENT
David Specht		Treasurer
Katie Martin	Waterbury CT	Press
Jeff Styer		
Will Smith	Duxbury	
Sheena Chalouch	W. Hg.	