

Duxbury Selectboard Meeting Minutes

Monday, August 26, 2019

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

SELECTBOARD MEMBERS PRESENT	Bob Magee, Mari Pratt, Jerry McMahan, Kevin Garcia
MINUTES PREPARED BY:	Jonathan DeLaBruere
CALL TO ORDER	The meeting was called to order at 6:02 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	PERSON RESPONSIBLE	DEADLINE
ACTION ITEMS		

CITIZENS AND VISITORS TO ADDRESS THE BOARD

DISCUSSION	<p>1. Todd Seymour – Came to the last meeting to discuss the issue with his culvert that was removed on Turner Hill Road. Motion by Kevin, Second by Jerry to give Todd a section of 20' x 24" gray plastic culvert.</p> <ul style="list-style-type: none"> • Kevin – Yes • Jerry – Yes • Mari – No • Bob – No <p>**Since the vote was split, and didn't have a majority vote, this will need to wait until the next meeting to vote again.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Add Todd Seymour Culvert to next meeting agenda	Jonathan	09/09/19

APPROVAL OF MINUTES

DISCUSSION	Motion by Jerry, Second by Kevin, All in Favor (Mari abstained) in approving the 08/12/19 minutes as posted.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REVIEW OF SELECTBOARD MAIL

DISCUSSION	ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REPORT: SELECTBOARD ASSISTANT

DISCUSSION	See attached report	ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REPORT: HIGHWAY FOREMAN

DISCUSSION	The Selectboard discussed the amount of traffic on River Road coming from the Town of Bolton, and asked if a traffic count has been completed on this road.	ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
		Check with the RPC to see if a traffic count has been completed on River Road between Bolton and Camels Hump Road. If not, ask them to conduct one.	Jonathan	09/09/19

REPORT: TOWN TREASURER

DISCUSSION	David announced his resignation and will provide the Selectboard with a notice. He is planning to be done around Town Meeting Day in March 2020.	ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

NEW BUSINESS

DISCUSSION	1. Suffrage Scrabble 5K – This event will follow the Leaf Peepers race course, and will take place on Saturday, August 15, 2020 beginning at 9:00 AM. The board asked them to create a safety plan before the race,

	<p>and come back to another meeting to present it to the board.</p> <p>2. VLCT Town Fair – Kevin will be attending the VLCT Town Fair to represent the town on Wednesday, October 2, 2019 and Thursday, October 3, 2019. Motion by Mari, Second by Jerry, All in Favor of approving Kevin to go to the conference.</p> <p>3. Grant Anticipation Loan – The terms of the grant anticipation loan from Community Bank were presented to the board. The board had some clarifying questions for Jonathan to ask Community Bank before they would agree to the terms.</p> <p>4. River Road/Winooski Street Intersection – The challenges with this intersection were discussed. As a first step to improve visibility, the board decided to have the Highway Department to clear the vegetation, and to revisit the topic in a month or two.</p> <p>5. Town Signage – The board was not prepared to discuss this topic and asked that it be moved to the next meeting.</p> <p>6. VTrans Emergency Grant Bid Opening – The town received three bids for this project. The bids are attached to the minutes. Since the entire board was not present, the board asked that the proposals were scanned and sent to all board members to review prior to the special Selectboard meeting on 08/28/19. A decision as to which contractor to move forward with will be made during the special meeting. The contractors that submitted a bid were the following:</p> <ul style="list-style-type: none"> • Avery Excavation • J. Hutchins • Dale E. Percy Inc.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Register Kevin for both days of the town fair	Jonathan	ASAP
Purchase a hotel room for Kevin	Jonathan	ASAP
Add Grant Anticipation Loan to special meeting agenda	Jonathan	08/27/19
Reach out to Community Bank to ask clarifying questions about the terms of the loan	Jonathan	08/28/19
Add VTrans Emergency Bid to special meeting agenda	Jonathan	08/27/19

OLD BUSINESS

DISCUSSION	<p>1. Waterbury Ambulance Service – Mark, Executive Director, was present to hear updates from the board regarding potential locations that the Waterbury Ambulance Service could build their new building.</p>
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	<p>Mark is going to contact Jonathan to schedule a site visit with an architect to discuss further.</p>
	<p>2. Class 4 Roads and Trails Policy – Motion by Mari, Second by Kevin, All in Favor of approving the policy as presented. A copy of the updated policy is included in the minutes and will be recorded at the town office.</p>
	<p>3. Main Street/River Road Intersection – WCAX has contacted the town and wants to write a story about the challenges the town is facing with this intersection. Bob said that he would set up a time to meet with the reporter.</p>
	<p>4. Special Town Meeting Discussion – The board reviewed the items that are going to be covered in the special Selectboard meeting on Tuesday, September 10th, 2019 beginning at 6:00 PM at the Crossett Brook Middle School. A draft agenda will be posted on the website, and at the municipal posting locations to give residents an idea of the topics to be covered. Note – this could get updated, as the date gets closer.</p>

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Contact town attorney regarding Class 4 Roads & Trails Policy and about the town turnaround easement	Jonathan	ASAP
Create new timecards for the Highway Department	Jonathan	ASAP
Check with VLCT about benefits for Selectboard Assistant position due to the increased hours	Jonathan	ASAP

EXECUTIVE SESSION

DISCUSSION	<p>1. Motion by Mari, Second by Jerry, All in Favor of going into Executive Session at 9:21 PM to discuss the applicants for the vacant full-time Highway Department position.</p> <p>2. Motion by Kevin, Second by Jerry, All in Favor of coming out of Executive Session at 10:19 PM.</p> <p>**The board decided that they are going to interview all three applicants during the executive session portion of the special Selectboard meeting on Wednesday, August 28, 2019 beginning at 6:00 PM.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

ADJOURNMENT	Motion by Jerry, Second by Mari, All in Favor of adjourning the meeting at 10:20 PM.
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**Town of Duxbury
Selectboard Assistant Report
08/26/19 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 is in the process of answering the questions to submit to the State of Vermont and FEMA.

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

- i. No Update

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 need 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. The town is working on completing the Stream Alteration General Permit, and the US Army Corps of Engineers permit. In speaking with the Highway Foreman, this is going to be a project that will take place in the summer of 2020 due to the amount of maintenance work remaining before winter.

g. May 2019 Flooding Event – VTrans Emergency Grant

- i. The board will open bids during the Monday, August 26 Selectboard meeting. A total of two contractors attended the site visits.

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

- i. A site visit with Dan Currier, Central Vermont Regional Planning Commission, has been completed on Tuesday, August 13th at 8:15 AM. The Highway Department will be completing this work during this construction season.

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

- i. No Update

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 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.
- b. **Highway Department Maintenance Worker Applications** – The town received three applications for the position. The board will need to schedule a special meeting to conduct the interviews.

Foreman's Report

August 26, 2019

Board Meeting

Road work/Crew work

- Continue work on Mountain View
- Haul Stone
- Haul Gravel
- Grade River Rd, Stevens Brook, Crossett Hill, Richardson Rd
- Put Up Barrels on Main Street
- Replace Stop sign at the North end of Main Street @ 100

- Chloride

Foreman Work

- Meeting with CVRPC on Pollander rd to go over work to be done.
- Order signs
- Work on figures for Jonathan
- Work with crew

Equipment

- Truck 1&2 out to Charlebois for VSI, both were due by the end of this month. Truck 1 will not be completed until we receive the new rear license plate for it which has been ordered and was completed on 8/8 but has not arrived in the mail yet.
- Pickup has DEF fluid heater code that needs to be taken care of ASAP and is scheduled to go to Formula Ford on Wednesday afternoon.

Other Items

- Got quote back from Brookfield Service on an ATS for the shop generator. \$2850 includes surge protection parts and labor.
- Called and emailed L&D multiple times about when our line striping on Main St would be done and have yet to get an answer.
- Sign order is for River Rd is complete, haven't had time to pick up yet.

Submitted by

Kyle Guyette

Road Foreman



To : Duxbury Selectboard
Date July 30, 2019

Subject: Permit for Suffrage Scramble 5K on August 15, 2020

I am participating in the Vermont Suffrage Centennial Alliance (<https://vtsuffrage2020.org/>) which is an organization to commemorate 100 years of women voting in the US. We have events and educational outreach planned for 2020 throughout the state. I have proposed a **Suffrage Scramble 5K** which would be a fun Run/Walk. The event, produced by Central Vermont Runners (www.cvrrunners.org), would include both men and women and would have education and celebration of women attaining the right to vote as a theme throughout the event.

I am proposing that we use the Leafpeepers 5K course in Duxbury and Waterbury (the original course which is being re-established in 2019), since it is a central location between Montpelier and Chittenden County. It also is an established course with no significant road crossings. In Duxbury, the course proceeds from Rte 100S to Main St and River Rd and turns R on the Winooski St Bridge. I have received a tentative permit from the State Office Complex in Waterbury for use of the Horseshoe Grounds on August 15, 2020. I believe that 9 or 10 a.m. is a good time to start the run. Nearly all participants would be off the roads within 20-30 minutes (~10 minutes in Waterbury, then after that in Duxbury). I think 9 a.m. might be better for limiting traffic impacts and the potential heat in mid August during the event, however it is open to discussion based on Selectboard preference.

Traffic would be minimally impacted for a short time at the start of the event on Main St in Waterbury and mid course through Duxbury. However, since it will only be one way pedestrian traffic, I do not see any need for major traffic stops or diversion, just some caution. Optimally there might be one way vehicle traffic through that section of Duxbury for about 15 minutes, but that would be optional since we could keep the course fairly narrow.

As a centennial celebration, this is a one time request not expected to turn into an annual event. Please let me know when I might present this proposal to the Selectboard for approval and if you have any concerns I should address before that time.

Thank you for your consideration,

Donna Smyers, VSCA and CVR representative

Central Vermont Runners Club is a 501(c)(3) nonprofit.

http://cvrunners.org/?page_id=180



August 12, 2019

David Specht, Treasurer
Town of Duxbury
5421 VT Route 100
Duxbury, VT 05676

RE: Grant Anticipation Notes

Dear Mr. Specht:

Thank you for the opportunity to bid on your request for three (3) Grant Anticipation Notes. Community Bank is pleased to offer the proposed financing in response to your request.

- ❖ *ISSUE DATE*: The Notes will be issued on date(s) mutually agreed upon.
- ❖ *MATURITY DATE*: The maturity date of the Notes will be one year after their respective Issue Date.
- ❖ *DENOMINATION OF NOTE*: There will be three Notes issued in the aggregate denomination of up to \$1,100,000.
- ❖ *INTEREST RATE*: The Bank's rate of interest on the Notes will be **2.90%** based on an actual/365 day year.
- ❖ *CONFIRMATIONS*: The Town must confirm in writing that:
 - The total indebtedness issued by the Town in calendar year 2019 will not exceed \$10,000,000;
 - The Town will comply with all aspects of the Internal Revenue Code of 1986, as amended, including all provisions relating to arbitrage and rebate. This bid is subject to confirmation by the Bank that the Notes represent a valid and binding general obligation of the issuer, and further that each Note is a "Qualified Tax Exempt Obligation" for the purposes of Section 265(b)(3) of the Code;
 - All public bid, procurement and request for proposals statutes, ordinances and regulations have been complied with; and
 - All federal informational returns with respect to this borrowing will be filed in a timely manner.

- ❖ *SUBMISSION OF FINANCIAL STATEMENTS:* Unless already provided, the Town will submit its most recent past three years' financial statements prior to closing. This bid is contingent upon sufficient time to analyze these financial statements so as to prepare for a closing, unless other arrangements are made with the Bank. Updated financial statements are required on an annual basis thereafter through the term of the Note.
- ❖ *DOCUMENTATION:* The Bank will prepare the loan documents for execution by the Town Officers at a duly convened public meeting.
- ❖ *GRANT AWARD:* The Town will submit copies of the Grant Award letters prior to closing.
- ❖ *LEGAL OPINION:* This bid is subject to a legal opinion from bond counsel acceptable to the Bank, the cost of which will be borne by the Bank. The opinion must include a statement that the Note represents a valid and binding general obligation of the issuer, that it is lawfully authorized and issued, and that the interest paid thereon is exempt from federal income taxes.

This bid shall expire by 5:00 p.m. on September 5, 2019. I am pleased to provide you with this preliminary Term Sheet, which outlines the general terms and conditions under which Community Bank, N.A. may consider providing financing to the Town of Duxbury. This Term Sheet is intended to be a basis for discussion and should not be construed as a commitment to lend.

Sincerely,

Hope Crifo

Hope Crifo, CFA
Municipal Lender
Vice President
Community Bank, N.A.
(802) 476-1658

SEEN AND AGREED TO ON BEHALF OF THE TOWN:

By: _____
Its Duly Authorized Agent

Avery Excavation INC
2316 Baptist Street
Williamstown, VT 05679
802-433-1655

8/22/19

Town Of Duxbury

Construction Services on multiple town road projects

Avery Excavation Inc bid for grading road & compacting road at 5% pitch & ditching 1 side of the road. Per (RFP)

\$265,848.00

Avery Excavation Inc

President

Michael Avery
8/22/19

Note

Town to fine grade after we are done with dozer & roller if needed.

Avery Excavation INC
2316 Baptist Street
Williamstown, VT 05679
802-433-1655

8/22/19

Town Of Duxbury

Construction Services on multiple town road projects

Avery Excavation Inc bid for Hart Road, Pleasant Street, & Crossett Hill ditching 1 side of the road. No road work as said in pre bid meeting. Install 3 culverts on River Road.

\$ 189,700.00

Avery Excavation Inc

President

Michael Avery
8/22/19



Dale E. Percy, Inc.

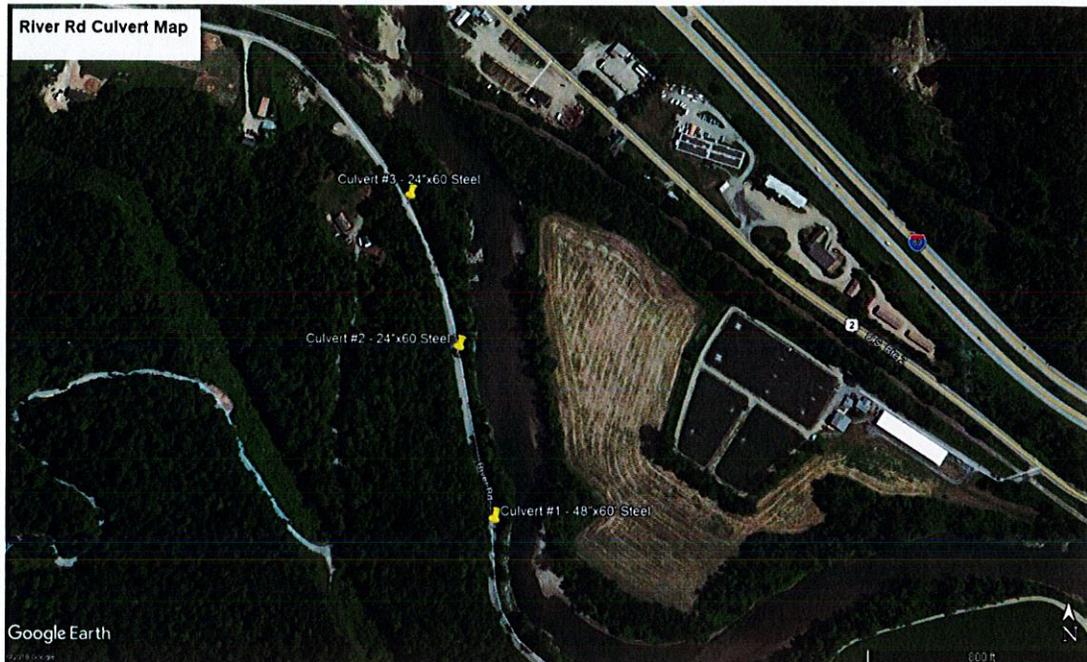
Excavation Contractors

8/23/19

Town of Duxbury
5421 VT RT 100
Duxbury, VT 05676

RE: VTrans Emergency Grant Project 2019

Thank you for the opportunity to provide pricing for you on this project. Per our conversation, I have the following scope of work and estimate for your review:



Culvert #1 – 48”x60’

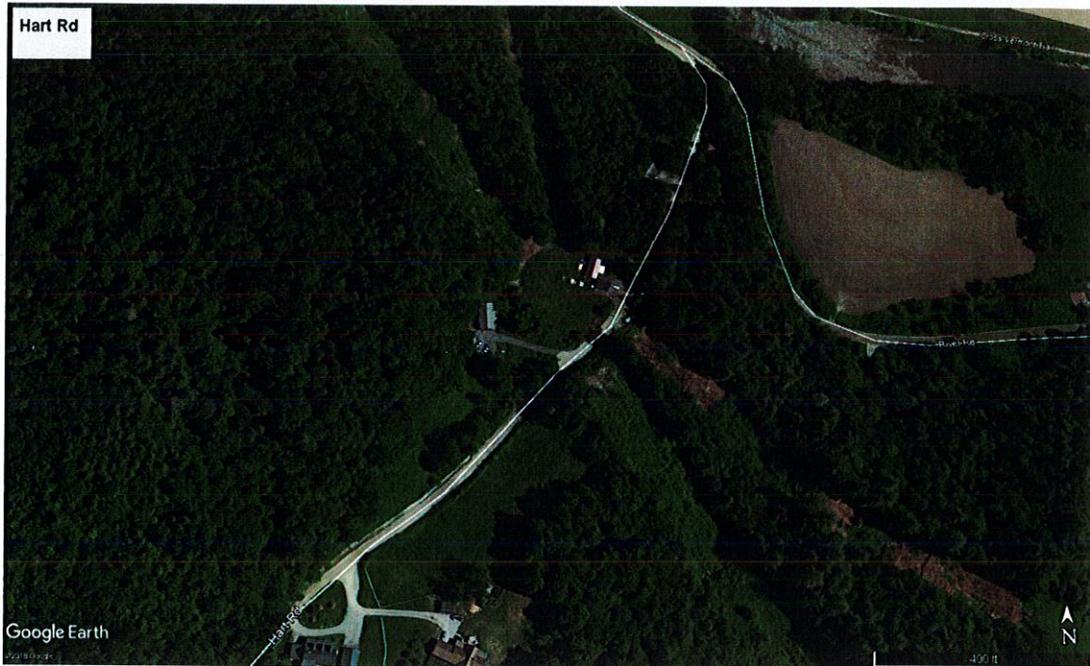
- Install EPSC measures around disturbed areas
- Provide traffic control to maintain one-way traffic
- Remove existing 36” culvert and dispose
- Provide and install new 48”x60’ culvert
- Provide and install new ¾” gravel material
- Provide and install new stone bedding material
- Compact in 6” lifts
- Install 12” rip-rap material around inlet and outlet
- Prep for asphalt
- Install 4” asphalt patch
- Install new guardrails on inlet and outlet sides of road

Culvert #2 – 24”x60’

- Install EPSC measures around disturbed areas
- Provide traffic control to maintain one-way traffic
- Remove existing 18” culvert and dispose
- Provide and install new 24”x60’ culvert
- Provide and install new ¾” gravel material
- Provide and install new stone bedding material
- Compact in 6” lifts
- Install 5-8” ditch rock material at inlet and outlet
- Prep for asphalt
- Install 4” asphalt patch
- Install new guardrail at outlet

Culvert 3 – 24"x60'

- Install EPSC measures around disturbed areas
- Provide traffic control to maintain one-way traffic
- Remove existing 18" culvert and dispose
- Provide and install new 24"x60' culvert
- Provide and install new ¾" gravel material
- Provide and install new stone bedding material
- Compact in 6" lifts
- Install 5-8" ditch rock material at inlet and outlet
- Prep for asphalt
- Install 4" asphalt patch
- Install new guardrail at outlet



Hart Road

- Remove existing problematic culvert and dispose
- Install new customer-supplied culvert
- Provide and install new 3/4" gravel material for culvert
- Provide and install new stone bedding material for culvert
- Compact in 6" lifts
- Install 5-8" ditch rock on inlet and outlet
- Remove berm from grader from both sides of entire length of town roadway
- Clean out ditches and dispose of fill material on either side of entire length of roadway where applicable
- Provide and install 5-8" ditch rock in ditches as needed
- Provide and install ditch rock check dams as needed using 5-8" ditch rock
- Provide and install 470 yards of 1 1/4" crushed gravel on entire roadway
- Fine grade with 120 Cat grader and/or Huber grader
- Roll for compaction



Pleasant St

- Remove berm from grader from both sides of entire length of town roadway
- Clean out ditches and dispose of fill material on either side of entire length of roadway where applicable
- Provide and install 5-8" ditch rock in ditches as needed
- Provide and install ditch rock check dams as needed using 5-8" ditch rock
- Provide and install 217 yards of 1 1/4" crushed gravel on entire roadway
- Fine grade with 120 Cat grader and/or Huber grader
- Roll for compaction



Crosssett Hill Rd

- Remove existing problematic culvert and dispose
- Install new customer-supplied culvert
- Provide and install new 3/4" gravel material for culvert
- Provide and install new stone bedding material for culvert
- Compact in 6" lifts
- Install 5-8" ditch rock on inlet and outlet
- Remove berm from grader from both sides of entire length of town roadway
- Clean out ditches and dispose of fill material on either side of entire length of roadway where applicable
- Provide and install 5-8" ditch rock in ditches as needed
- Provide and install ditch rock check dams as needed using 5-8" ditch rock
- Provide and install 312 yards of 1 1/4" crushed gravel on entire roadway
- Fine grade with 120 Cat grader and/or Huber grader
- Roll for compaction

\$205,000.00

Regards,

Hugh Albright
Project Manager/Estimator
hugh@dalepercyinc.com
Dale E. Percy Inc.
253-8503 w

J. Hutchins, Inc.

August 23, 2019

Town of Duxbury
Attn: Jonathan DeLaBruere
5421 VT Route 100
Duxbury, VT 05676

From: Mark Peloquin

Re: Roadwork Proposal (River Rd, Hart Rd, Pleasant St, and Crossett Hill Rd) – Town of Duxbury, VT

Scope of Work to Include:

- JHI to Digsafe the project locations;
- JHI to provide mobilization of equipment to jobsites;
- JHI to perform all work per the Vermont Agency of Transportation's 2019 Town Road and Bridge Standards;
- JHI to bring Hart Rd, Pleasant St, and Crossett Hill Rd to the Municipal Roads General Permit Standards, by ditching and the proper treatment method in the ditchline;
- JHI to replace/install two culverts on Hart Road, that are to be supplied by the town;
- JHI to supply and replace three culverts on River Road as follows:
 - Location 44.344351, -72.7738 – new 48" x 60' steel corrugated culvert
 - Location 44.346027, -72.77431 – new 24" x 60' steel corrugated culvert
 - Location 44.347617, -72.77508 – new 24" x 60' steel corrugated culvert
- JHI to remove some of the ledge overhang on River Road at Location 44.344351, -72.7738
- JHI to install 90 LF of guardrail and 6 anchors (30 LF and 2 anchors at each pipe installation) on River Road on the river side of the culverts;
- All Culverts to be backfilled with VAOT specified Granular Backfill for Structures.

Not Included in Scope:

- 100% Payment and Performance Bond;
- Ledge blasting and/or removal;
- Excavation, removal and disposal of contaminated soils;

TOTAL PROJECT COST \$163,084.50

Acceptance of Proposal:

Signed: _____ Date: _____

Phone:
(802) 434-3500

88 Rogers Lane
Richmond, VT 05477

Fax:
(802) 434-3002

Town of Duxbury, Vermont

Class 4 Roads and Trails Policy

It is the goal of Duxbury to provide regular to semi-regular maintenance on all Class 4 roads that are in sufficiently good condition as to allow them to be maintained by the Town. The purpose of this goal is the continued protection of Town assets. This policy is to clarify the Town's maintenance practices on Class 4 roads.

1. Definitions

Vermont State Statute 19 V.S.A. 302 defines the following:

(1) Class 1 town highways are those town highways, which form the extension of a state highway route and which carry a State highway route number. The Agency shall determine which highways are to be class 1 highways.

(2) Class 2 town highways are those town highways selected as the most important highways in each town. As far as practicable they shall be selected with the purposes of securing trunk lines of improved highways from town to town and to places which by their nature have more than normal amount of traffic. The selectmen, with the approval of the Agency, shall determine which highways are to be class 2 highways.

(3) Class 3 town highways:

(A) Class 3 town highways are all traveled town highways other than class 1 or 2 highways. The selectboard, after conference with a representative of the Agency shall determine which highways are class 3 town highways.

(B) The minimum standards for class 3 highways are a highway negotiable under normal conditions all seasons of the year by a standard manufactured pleasure car. This would include but not be limited to sufficient surface and base, adequate drainage, and sufficient width capable to provide winter maintenance, except that based on safety considerations for the traveling public and municipal employees, the selectboard shall, by rule adopted under 24 V.S.A. chapter 59, and after following the process for providing notice and hearing in section 709 of this title, have authority to determine whether a class 3 highway, or section of highway, should be plowed and made negotiable during the winter. However, a property owner aggrieved by a decision of the selectboard may appeal to the transportation board pursuant to subdivision 5(d)(9) of this title.

(C) A highway not meeting these standards may be reclassified as a provisional class 3 highway if within five years of the determination, it will meet all class 3 highway standards.

(4) Class 4 town highways are all town highways that are not class 1, 2, or 3 town highways or unidentified corridors. The selectboard shall determine which highways are class 4 town highways.

(5) Trails shall not be considered highways and the town shall not be responsible for any maintenance including culverts and bridges.

2. Class 4 Road Classifications

It is the right of a landowner to request changes in highway status. The Selectboard, if so petitioned, will follow the procedures set out in Title 19, V.S.A 708-716.

All Class 4 Roads will be placed into one of two groups by a committee of two made up of the Road Foreman and a Selectboard Member. Criteria used to group Class 4 roads will be condition, topography, slope and use. The Selectboard will review and approve the groupings. The groups will be as follows:

Group A: These roads are determined to be of sufficiently good condition that Town equipment will not be damaged if used on these roads.

Group B: These roads are determined to be not maintainable by Town equipment.

Residents of Class 4 roads may request a change in grouping at any time. All changes will be made via a joint decision of the Highway Foreman and one Selectboard member and approved by the Selectboard. Residents of Class 4 roads can upgrade them from Group B to Group A by the interested landowners committing, in a written letter to the Selectboard, to meeting all agreed upon variances to Standard A-76 of the Vermont Department of Highway Standards. In addition, a Group A roads are required to have an adequately sized and maintained turnaround that has been fully licensed to the Town.

Reclassification from Class 4 to Class 3: Upgrading is a common issue faced by the governing body as landowners often locate homes in remote areas. There is no statutory requirement that such requests must be granted by the governing body; however, there may be an issue of constitutional equal protection if the municipality is shown to be disparate in its treatment of similar highways. The governing body may grant the request but order the petitioner bear the cost of the upgrade (19 V.S.A 711).

3. Summer Maintenance

It is the policy of the Town of Duxbury that public expenditures on Class 4 Group A Town roads and trails should be held to a minimum amount necessary that the public investment is preserved through basic maintenance and limited to the amount budgeted and approved by the Selectboard on an annual basis. Regular maintenance is defined as shaping and grading yearly or every other year. Materials such as stone and gravel will be used at a minimum and at such time as to work onto the Road Foreman's schedule.

4. Winter Maintenance

It is the policy of the Town of Duxbury that Class 4 Group A Town roads, Class 4 Group B Town roads, Town trails and private roads will receive no Winter maintenance, including but not limited to snow plowing. The winter maintenance of these roads is the responsibility of the residents in all circumstances. Group A Town roads will have the snow banks pushed back at the convenience of the Road Foreman and the turnaround is not obstructed.

5. Control

The Selectboard shall exercise control of Class 4 roads and trails to ensure their integrity as a public right-of-way by means which may include, but are not limited to, the following:

- a. Enforcement of vehicle weight limits.
- b. Prohibition or restriction of wheeled vehicle use during mud and snow season. Signs and barriers may be used to accomplish this purpose.
- c. Requirements for temporary permits for heavy equipment access may be imposed and the stipulation included that any highway damaged will be repaired by or at the expense of the user; posting of bond or other security to guarantee that repairs are made may be required as a condition of any permits.
- d. Speed limits may be established.

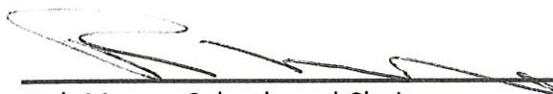
6. Policy Review

The Class 4 Roads and Trails policy should be reviewed annually to ensure that directives put forth in this policy are working to the benefit of the Town of Duxbury.

CLASS 4 ROADS AS OF AUGUST 26, 2019

<u>ROAD # AND MILEAGE</u>	<u>GROUP</u>	<u>LOCAL NAME</u>
H26/0.37	A	Ryan Road
H5/0.51	A	Marshall Road
H6/0.83	B	Scrabble Hill Road
H12/0.13	B	Camel's Hump Road
H14/0.04	B	Richardson Road
H15/0.09	B	DeLong Road
H30/0.10	B	Connolly Road
H37/0.11	B	Mill Street
H20/0.17	B	Devlin Road
H36/1.14	B	Ward Hill Road

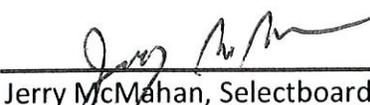
Adopted this 26 day of August in the year 2019 by the Town of Duxbury, VT Selectboard



Bob Magee, Selectboard Chair



Mari Pratt, Selectboard Vice Chair



Jerry McMahan, Selectboard Member



Kevin Garcia, Selectboard Member

Dan Schillhammer, Selectboard Member

Duxbury Selectboard Meeting Monday, August 26th, 2019

Name	Address	Affiliation
Jonathan DeLaBruere		Town of Duxbury
Katie Martin	Waterbury Ctr	Prisc
Jeff Poirras		
Sue Emmons	676 Turner Hill	CVR Runners
Donna Smyers	Adanant, VT	CVR / VSCA
Gary Winnick	Mansfield	resident
Todd N. Seymour	Turner Hill	S Duxbury
Phyllis Arsenault Berry	Richardson Rd	Duxbury
Kyle Goyette		Highway Dept.
Lynn		
Mark Podswait		WASI
Kerry Jackson	3400 Ward Hill	Duxbury