

Duxbury Selectboard Meeting Minutes

Monday, September 9, 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, Dan Schillhammer, 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		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

CITIZENS AND VISITORS TO ADDRESS THE BOARD

DISCUSSION	1. Jeff Poitras – Expressed concerns about how the town’s procurement process for highway projects was conducted for the VTrans Emergency Grant projects.	
	2. Scott Stockwell – Explained that Scrabble Hill Road logging will occur in 2021, and was wondering what impact this was going to have on the current slide repair and the overall road conditions.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

APPROVAL OF MINUTES

DISCUSSION	1. Motion by Jerry, Second by Mari, All in Favor of approving the 08/26/19 Selectboard minutes as posted.	
	2. Motion by Dan, Second by Mari, All in Favor of approving the 08/28/19 Selectboard minutes with discussed changes.	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REVIEW OF SELECTBOARD MAIL

DISCUSSION	1. Received a letter from the Mad River Ridge Runner Snowmobile Club asking if they could continue to use the town land.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REPORT: SELECTBOARD ASSISTANT

DISCUSSION	See attached report	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REPORT: HIGHWAY FOREMAN

DISCUSSION	See attached report	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REPORT: TOWN TREASURER

DISCUSSION	Maureen Harvey has accepted the Assistant Treasurer position.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

NEW BUSINESS

DISCUSSION	<p>1. Turner Hill Road Culvert – Motion by Kevin, Second by Dan to provide Todd Seymour with a 20' x 24" gray plastic culvert that the town has in stock. Member votes were the following:</p> <ul style="list-style-type: none"> • Kevin – Yes • Dan – Yes • Jerry – Yes 	
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- Mari – No

2. **Town Pick-up Truck** – It was discussed that the Highway Department will need a new pick-up truck before the next scheduled purchase date of 2021. A 1-ton pick-up with a sander, plow, and crew cab was discussed.
3. **Class 4 Road Signage** – Kyle is going to contact Work Safe to see about getting different proofs that other town’s have used for this same problem. Once a proof is chosen, Kyle is going to order 10 signs.
4. **Previous Bid Opening and Future Bid Opening** – The board reviewed the town’s current procurement policy to see if there were any changes they wanted to make. The board wanted to make sure that they are reviewing all request for proposals before they are released to the public. The board also wanted to make sure that any questions from contractors were sent to all board members, and all of the other contractors that have expressed interest in the project.
5. **Salt Storage Building Site Work Bid Opening** – The town has been working with O’Leary-Burke on this project. Designs have been completed and the required permits submitted to the State of Vermont. A request for proposals was drafted by O’Leary-Burke and sent to the following four contractors. All of the contractors’ submitted proposals with their amounts listed below.

- Dirt Tech \$ 195,735
- GW Tatro \$ 208,240
- Walker Construction \$ 210,000
- Avery Construction \$ 397,605

After reviewing the proposals, motion by Dan, Second by Jerry to move forward with Dirt Tech. Board members voted the following:

- Dan – Yes
- Jerry – Yes
- Kevin –Yes
- Mari – No

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Draft town pick-up truck RFP and send to Jonathan	Bob	ASAP
Check the capital reserve for amount and date of the next scheduled purchase for the town pick-up truck	David	ASAP

OLD BUSINESS

DISCUSSION	<p>1. Town Garage Update – Kevin met with Dan from Compass Construction to get a final price on how much it is going to cost the town to repair the current town garage building.</p> <ul style="list-style-type: none"> • Baseline Fix - \$225,930.00 • Additional Fixes - \$120,350.00 • Total Cost of Repairs - \$346,280.00 <p>2. Special Town Meeting Discussion – The board went through the agenda for the 09/10/19 special Selectboard meeting and discussed who will be presenting on which topics.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
ADJOURNMENT	Motion by Kevin, Second by Jerry, All in Favor of adjourning the meeting at 9:57 PM.		

**Town of Duxbury
Selectboard Assistant Report
09/09/19 Selectboard Meeting**

1. Grants In-Process

a. Crossett Hill Road Slide (Planning Phase) – FEMA (DR-4330)

- i. The town has submitted their responses to the State of Vermont and FEMA as of Wednesday, August 28th. FEMA will now use the information provided to run a Benefit-Cost Analysis (BCA) to determine cost effectiveness on this method of repair. This is standard for large projects.

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

- i. The application has been released for the FY 20 program. The town is going to apply to fund the construction portion of this project. The application deadline is October 4th.

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. No Update

f. Ryan Road Culvert Replacement – Better Roads FY20

- i. No Update

g. May 2019 Flooding Event – VTrans Emergency Grant

- i. The board selected Dale E. Percy Inc. for this project at the August 28th special Selectboard meeting. This work will be starting in a couple weeks, and it anticipated to be completed before October 31st.

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

- i. 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 – Currently Writing

- a. Scrabble Hill Road Stabilization – Municipal Highway & Stormwater Mitigation FY20
- b. Stevens Brook Road Bank Stabilization – Transportation Alternatives FY20
- c. Duxbury Road Erosion Inventory – Better Roads FY21
- d. Culvert Replacement – Better Roads FY21
- e. Atwood Road Culvert Replacement – VTrans Structures Grant

3. Other Items:

- a. **River Road Culvert** – The Highway Department shifted the road away from the outlet on Monday, September 9th.

Foreman's Report
September 9th, 2019
Board Meeting

Road work/Crew work

- Haul Gravel/Stone
- Put new speed limit signs up on River Rd.
- Bring trucks up for inspections
- Finished ditch work on Mountain View and Marshall Rd.
- Move River Rd over near ice house corner, place barrels and cones
- Work in/clean shop
- Move gravel pile
- Graded and chloride River Rd, Stevens Brook, Welch Rd, north end of Turner Hill Rd.
- Check Roads

Foreman Work

- Work with crew
- Meet with Percy to go over site work for VTRANS Emergency grant
- Work with Nortrax on grader issues

Upcoming Work

- Starting work on Pollander Rd. Wednesday 9/11.
- Need to get Mountain View and Marshall Rd graveled as soon as I can get trucks.

Equipment

- Grader was down from 8/27 – 9/4 with injector issues. Injectors were replaced by Nortrax.
- Steel hydraulic line was replaced on excavator.
- P/U went to Formula Ford for a check engine light that had to do with the DEF system. While up there I was informed that the truck is going to need a lot of work before it can be inspected. I asked them to go through the entire truck and give me a rough estimate as to what it's going to cost us. This includes at the very least a new bed as all the cross members are rotted out along with a lot of other body work. I got prices from Majestic auto for the body work and Iroquois MFG for the new flatbed.

- 1. New Windshield =\$300**
- 2. Front Fenders = \$1,000-\$1,500**
- 3. Rocker Panels & floor pan = \$1,000**
- 4. New (used) bed = \$4,500+/-**
- 5. New flat bed from Iroquois = \$4,200 installed.**

Total= \$7,000+/- (just to be inspected in December)

Other Items

- Andre started last week on 9/3, pre-employment drug test results did not come in until Friday. The line item for the part time employee is already fully used so it will be over spent.
- Uniforms (I will elaborate at the meeting)
- Scott's line striping painted the following: YEILD AHEAD in front of Welch's, YEILD adjacent to the sign and a stop bar at both ends of Main Street, where it intersects with RT 100. No stop bar was painted at the intersection of River Rd and Main Street due to the amount of traffic tracking the

chloride off from River Rd onto the pavement. Mike from Scott's advised that it was a waste of time and money to try and paint one there as the paint would not stick to the pavement nor would it last.

Submitted by

Kyle Guyette

Road Foreman

Quote



118 VT RT 117 Jericho, VT 05465

Date	Quote #
9/4/2019	1129

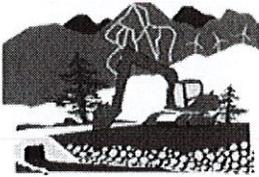
O'Laery- Burke Civil Associates
Karl
1 Corporate Drive Suite #1
Essex Junction, VT 05452

Project	Rep

Description	Total
<p>Proposal for work for the Town of Duxbury Vt. Town of Duxbury Pit</p> <p>Scope of Work Mobilization / Demobilization Stabilized Construction Entrance (1 1/2 - 2 " Stone) Silt Fence Earthwork , includes pre-treatment depression Fabric 12" PE Pipe 18" Crushed Gravel Base 704.06A 6" Perforated PVC Toe Drain Fine Grade Subgrade Gravel Wetland Evergreen Trees - 6' Restoration and Clean-up</p> <p>Total Bid</p> <p>Note: No Export has been included in the pricing, all material will remain on site. Grades on drawing are for reference only if the main pad is + or - from the contours on the drawing thats fine according to the engineer</p>	195,735.00

This quote becomes void if not accepted within 30 days.
Phone # 802-399-2068
Website: www.dirttechvt.com

Total \$195,735.00



G.W. TATRO
CONSTRUCTION, INC.

17 GW Tatro Dr.
PO Box 339
Jeffersonville, VT
05464
(802)644-8875

To: Town of Duxbury	Contact:
Address: 5421 Vermont Route 100 Duxbury, VT	Phone: (802) 244-6660 Fax: (802) 244-5442
Project Name: Town Of Duxbury	Bid Number:
Project Location:	Bid Date:

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
100	Mobilization	1.00	LS	\$5,000.00	\$5,000.00
200	Stabilized Construction Entrance	25.00	CY	\$80.00	\$2,000.00
300	Silt Fence	400.00	LF	\$3.00	\$1,200.00
400	Earthwork	6,000.00	CY	\$3.50	\$21,000.00
500	Fabric	6,780.00	SY	\$2.00	\$13,560.00
600	12" PE Pipe	240.00	LF	\$60.00	\$14,400.00
700	18" 704.06 Base	3,800.00	CY	\$28.00	\$106,400.00
800	6" Perf PVC	270.00	LF	\$40.00	\$10,800.00
900	Fine Grade	61,000.00	SF	\$0.08	\$4,880.00
1000	Gravel Wetland	1.00	EACH	\$15,000.00	\$15,000.00
1000	Evergreen Tree - 6'	28.00	EACH	\$500.00	\$14,000.00

Total Bid Price: \$208,240.00

Notes:

- Performance and Payment Bonds are NOT Included in above price, but are available upon request.
- Clarifications:
- Exclusions:

Payment Terms:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. Proposal valid for a 14 day period unless otherwise noted.

Acceptance of Proposal: The prices, specifications and conditions are satisfactory and are hereby accepted. G.W.T. is authorized to do the work as specified. Payment will be made as outlined in contract documents.

<p>ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED: G.W. Tatro Construction Inc.</p> <p>Authorized Signature: _____</p> <p>Estimator: Jay Lafontaine (802) 644-8875 jlafontaine@gwtatro.com</p>
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Walker Construction, Inc.

P.O. Box 538 Stowe, Vermont 05672

802-244-7400

802-244-6119 (Fax)

O'Leary-Burke Civil Associates
Karl Marchessault
1 Corporate Drive, Suite #1
Essex JCT, VT 05452

Date:8/29/2019

Re: Town of Duxbury Pit

Karl,

Thank you for allowing Walker Construction, Inc. to provide you with the following Lump Sum price for the work at the former Duxbury town Gravel Pit. The prices are as follows, and are based upon our site Visit and the Plans provided. They are all inclusive to perform the project to the intent of what is shown on the plans. I have included your breakdown to give values for each section as you have broken them down. It is as follows:

Pit Earthwork / Re-grading / Gravel ETC

NO.	DESCRIPTION	UNIT	QTY.	UNIT COST	COST
A	Site Preparation				
1	Mobilization/Demobilization	LS.	1	\$10,000.00	\$10,000.00
2	Stabilized Construction Entrance (1 1/2"-2" Stone)	CY	25	\$50.00	\$1,250.00
3	Silt Fence	LF.	400	\$5.00	\$2,000.00
4	Earthwork (includes pre-treatment depression)	CY	6,000	\$5.00	\$30,000.00
5	Fabric	SY.	6,780	\$1.25	\$8,475.00
6	12" PE Pipe	LF	240	\$25.00	\$6,000.00
7	18" Crushed Gravel Base (704.06A)	CY	3,800	\$26.00	\$98,800.00
8	6" Perforated PVC Toe Drian	LF	270	\$30.00	\$8,100.00
9	Fine Grade Subgrade	SF	61,000	\$0.10	\$6100.00
10	Gravel Wetland	EA	1	\$32,275.00	\$32,275.00
11	Evergreen Trees - 6'	EA	28	\$250.00	\$7,000.00

TOTAL = \$210,000.00

Concrete

"Better by Walker"

Excavation

Lump Sum Base Bid

\$210,000.00

If you have any questions please let me know.

Regards,

Nate Wagner
Vice President Walker Construction, Inc.

Concrete

“Better by Walker”

Excavation

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

9/4/2019

Town of Duxbury VT.

Re: Bid for Sitework for the future Salt-Shed, Regrading and new Dense Graded Stone, Gravel Wetland System, Storm Drain and Diching Work

Our Bid is to complete the work stated and shown in the Invitation to Bid 8/23/2019, the Plan Sheet #1, Overall Site Plan, Sheet # 2 Site Plan Proposed & Plan Sheet #3 Storm Details.

Copy of our Take-off Quantities for the above Project is attached.
Shed not able to be relocated.
No Soils to be removed from the site area.

Total Bid Price for this our Quantities:

\$ 397,605.00

Three Hundred Ninety Seven Thousand Six Hundred Five Dollars & no Cents

Avery Excavation Inc.

Michael Avery
9/4/19

SALT SHED & STORAGE DRAINAGE		
TOWN OF DUXBURY VT.		
ATT:		
DISCRPTION	QUANTITY	UNIT
MOBILIZATION	1.00	LS
FINE GRADE	65,000.00	SF
GRADE FOREMAN	1.00	LS
TOILET	1.00	LS
RELOCATE CHLORIDE TANKS	2.00	EA
RELOCATE SHEDS CANT BE DONE	-	EA
RELOCATE PIPE	1.00	LS
CLEAR & GRUBB	0.30	ACRE
CONSTRUCTION ENTRANCES STONE	72.00	CY
DUST CONTROL	1.00	LS
SILT FENCE	850.00	FT
CK DAMS	10.00	EA
TOPSOIL	782.00	CY
SEED	1.50	ACRE
MATTING	8,711.00	SY
MASS EXCAVATION	8,819.00	CY
MASS FILLS WITH ABOVE EXCAVATION	2,454.00	CY
DENSE GRADED STONE	3,845.00	CY
MIRAFI 500 FOR DENSE GRADED	9,387.00	SY
12" 80	1.00	EA
12" PVC OVERFLOW PIPE 6' DEEP	240.00	FT
6" TOE DRAIN PREFERATED PIPE 2' DEEP	290.00	FT
TOE DRAIN FABRIC	322.00	SY
TOE DRAIN STONE	56.00	CY
8" TOE DRAIN	30.00	FT
GRAVEL WETLAND EXCAVATION	1,014.00	CY
GRAVEL WETLANT PLANTS	1.00	LS
GRAVEL WETLAND SOILS	119.00	CY
GRAVEL BASE	181.00	CY
AGREGATE FILTER	45.00	CY
3/4"- 1 1/2" STONE	272.00	CY
CLAY CELL SEPERATOR	60.00	CY
TESTING SOILS	1.00	LS
12" OUTLET PVC SHALLOW	40.00	FT
12" ELBOWS	1.00	EA
6" SOLID PVC	40.00	FT
6" PREF. PVC	140.00	FT
6" PVC CAPS	8.00	EA
6" FITTINGS	6.00	EA
OUTLET STRUCTURE W BEE HIVE GRATE & BAFFLE	1.00	EA
6' HIGH EVERGREENS PLANTINGS OR TREES	28.00	EA
TOTAL		
NO CONTAMINATED SOILS REMOVED		
NO RELOCATING SHED		
NO SOILS REMOVED FROM SITE		

Duxbury Selectboard Meeting Monday, September 9th, 2019

Name	Address	Affiliation
Jonathan DeLaBruere		Town of Duxbury
Katie Martin	Waterbury Ave	Press
Kyle Guyette		Highway
Scott Brockwell	Duxbury	Resident
David Specht		
Todd Seymour	Duxbury	
Mildred Avery	Williamstown	Avery Excavation