

Duxbury Selectboard Meeting Minutes  
6/22/20  
ZOOM Meeting

**Selectboard Members Present:** Kevin Garcia (chair), Dick Charland, Jerry McMahan, Mari Pratt, Dan Schillhammer

**Others Present:** Maureen (Town Clerk/Town Treasurer), Jonathan DeLaBruere (Selectboard Assistant). Jeff Poitras, Jill Smith, Henry Amistadi, David Specht, Hadley Laskowski, Katie Martin, Bob Magee, Cody Marsh of GW Tatro

**Call to Order:** 6:00 pm

**Changes to the Agenda:**

Rearrange order of items; move Crossett Hill Stabilization Contractor Bid Opening to #1 with all other items following in order as listed.

*Sidenote: Dick wanted to add item to move money into checking acct from River Rd/Waterbury construction grant project, but Keven clarified that new business items cannot be added for voting unless it was part of original agenda. Mari spoke that Maureen, as Town Treasure would bring this item up with her Report later in the meeting.*

**Citizens and Visitors to Address the Board:**

None

**Approval of minutes:**

Mari moved to accept 6/5/20 meeting minutes as written  
2nd by Kevin

Vote: Ayes 3 (Kevin, Mari, Jerry) Nays 0

Dick did not vote as he did not attend this meeting; Dan was unable to vote as he was on the call but traveling and stuck in a "hole"

Motion carries to accept minutes of 6/5/20

Discussion re: 6/8/20 meeting minutes:

Kevin stated a typo in line #10

Dick asked for clarification of #9

Kevin offered that there is state funding for Ryan Road is on hold-no action; no assistance for the culvert replacement, but there is money for engineer.

Dick moved to accept 6/8/20 meeting minutes with corrections made as stated.

2nd by Mari

Vote: Ayes (4) Nays 0 (Dan unable to vote; still in a "hole" while traveling)

Motion carries

**Selectboard Mail:**

None

**Highway Foreman Report:**

Dick moved to accept

2nd by Mari

Vote: Ayes 4 Nays 0 (Dan unable to vote --no service as stated above)

**Town Treasurer Report:**

Dick made motion to transfer \$8,000 from River Rd Bypass Mitigation Grant/Waterbury Project account to town checking account to cover expenses through this fiscal year.

2nd by Mari

Vote Ayes 4 Nays 0 (Dan unable to vote; see above)

**Selectboard Assistant Report:**

Nov. 1 storm work for permanent culvert to be installed is ready for site inspection. Scheduled for tomorrow (6/23/20) at 1:00 to meet at town garage and travel to Scrabble Hill Road. Temporary culvert was an emergency replacement, installed in Nov.

Dick and Kevin will join the site inspection.

**New Business:**

1. CROSSETT HILL STABILIZATION BID OPENING (Maureen, Mari and Kevin physically present at the Town Clerk’s office to open bids)

Contractor’s Name	Bid Amount
SD Ireland	\$533,827.50
GW Tatro (Cody Marsh)	\$699,995
JP Sicard	\$527,261
Avery Excavation	\$646,930
Blue Mtn Trking&Excavation	\$483,383

The bids with all documents will be scanned and emailed to Golder’s to make sure all information required is included. All five bidders listed above were at the preconstruction meeting.

2. RYAN ROAD CULVERT

Engineer and design done by Grenier; ordered 4 ft steel culvert; project cost \$97,405 with Jonathan stating contingency of 10%, approx. \$10,000.

Discussion that the stream is not a perennial, as once suggested by VTrans hydraulic. The stream is intermittent, and not perennial, so ANR is no longer involved with this.

Kevin: This may give the town more latitude about how to deal with replacing this culvert. Suggested using a standard plastic culvert instead of steel, if town doesn’t need to follow original plan that was designed for perennial stream. Jonathan confirmed this. Jonathan will send Army Corps of Engineers (Amanda) the question if town can use the culvert suggested by Kevin, which would save money.

Jonathan stated that most likely the Army Corps will ask how much gravel is going to be moved, (a 5,000yd threshold).

Dick: Concerns about the history of how this project has developed into this from box culvert, to poly-coated, to plastic, and the cost. How will the town go about this project?

Jonathan provided this history: Adam identified this culvert needed to be replaced. Then Adam transitioned to Kyle as road foreman, and at that time the selectboard decided that they would not have their road crew work on these types of projects; they would go out to bid. The original design was a box culvert and the report said this stream is not perennial so a box culvert was no longer needed.

Dick: None of this is in any minutes. Kevin concurred.

Dick: Road needs to be closed if the culvert is replaced. What is the proposal now?

Kevin: Depends on what the Army Corps says. Grenier came up with the \$97,405 design and recommendation.

Mari: suggests to have Grenier come and present to the board.

Dick: We don't have the money for this and will need to chase another grant.

Mari: If this turns out to be a smaller project at approx \$12,000, we might be able to afford this. We need to speak to Mr. Grenier.

Dick: Proposed to postpone this to another meeting.

Kevin: This was intended to just be a discussion today anyway.

Dan: It's tough to receive an email about a project on the same day as a meeting when working and then be prepared to talk about it.

Jonathan is to send plans to Army Corps (Amanda) tonight or tomorrow.

Kevin also wants to reach out to Alan Mays, program director for Better Roads

### 3. CROSSETT HILL ADDENDUMS

Kevin has two addendums to be sent contractors that were left out of the RFP for Crossett Hill slide construction

Mari moved to accept the addendums as written to be sent to contractors

2nd by Jerry

Motion carried unanimously with all 5 members voting

There is a third addendum he received from the resident engineer that Kevin will email out to selectboard members for review. It includes two items: Duration of the project of 12 weeks. Golder felt this was an attainable length for this project and would keep things moving. The second item was about material testing that must occur following VTrans standards.

6:53 Jonathan, Selectboard Assistant left meeting

### 4. BID OPENING PROCESS

Mari and Kevin suggested all bids received at Town Clerk's office no later than 3:30 pm six days prior to next Selectboard meeting, making this a Wednesday, if meetings continue to occur on Mondays. Bids would be opened at 3:45 pm on deadline date by no more than two board members and a volunteers gathered at the Town Clerk's office. The bids and accompanying documents would be scanned and

emailed out to all Selectboard members for review. Original bids would be kept in the Town Clerk's office. Opening the bids at 3:45 allows any of the bidders to be present if they so choose.

Kevin: Think about it and we will address at next meeting.

Some discussion about electronic mail and that it could make it easier for docs to be scanned, distributed to all board members and engineers. Possibly set up a separate email address for receiving bids.

Dan: Due to pandemic, electronic means is important to offer.

The bids would go to the Town Clerk under the "new" Board email address, possibly.

Kevin: Possibly have bids due on that Tuesday, rather than a Wednesday, and then they can get out to Board members on Wednesday AM after scanned.

#### 5. SALT SHED (7:03 pm)

Email from Dubois and King received.

Kevin proposed a 30x60 salt shed; larger than needed for salt, but once built and grant is recovered, part of the building could be converted for other uses.

Dick doesn't feel that this size salt shed is necessary for Duxbury and has proposed a smaller building 20x30 at an approximate cost of \$65,00-70,000

Jerry: The purpose of the larger building could be changed after construction is completed. Bottom line is we have to do something.

Mari: Dick's proposal for a salt shed that is 1/3 smaller than the 30x60 shed Dubois and King quoted is the same cost to the town. The same amount of money for a substantially larger shed.

Kevin: It's a long, drawn out process with lengthy paperwork requirements. We'll be lucky if this gets started next year. Dubois and King did a wetland study and Kevin will forward that to the Selectboard.

Mari: If we don't go along with this plan that is in the works for the salt shed, the town will have to pay back approx \$12,600.

Discussion continued whether to continue moving forward with larger shed for same price or if the same price should be spent on a much smaller salt shed with no possibility of storing equipment at a later date and having to pay back \$12,600 already spent in pursuing first option.

Mari and Dan not interested in backing out now that over \$12,000 has been spent.

Dan: Important to realize that \$12,000 is a huge amount of money and folks are in tough times these days.

Kevin: Concerned about budget and this puts the project down the road a bit to catch our breaths, but keeps it moving forward.

Discussion about priorities changing since March in terms of Salt Shed or Town Garage. Sentiment by most was that a lot has changed since March.

Jerry made a motion to continue down the grant path already taken in terms of continuing with the 30x60 salt shed plans.

2nd by Dan

Vote: Ayes 4 (Mari, Dan, Jerry, Kevin)

Nays 1 (Dick)

Motion carries.

Selectboard will continue to work with Dubois and King, and Kevin will push them along to get a drawing and design.

Jerry stated that the state of Vermont might be a little more flexible at this time.

## 6. TOWN GARAGE

Dick presented his research and proposal for updates to town garage.

2 part quote with the first being inside work that can be done anytime. 2nd part involves extending the eaves at the same time as replacing the roof.

PHASE 1- Includes structural steel and replacing skin and panels on the back side \$84,000

Timeline--this year into winter; contractor needs 10 week lead to order material

PHASE 2- Replacing steel and new roof with rubber membrane \$95,000

Timeline-Next year; roofer and steel contractors coordinate their efforts; all materials purchased at same time.

TOTAL Project cost for Town Garage Upgrades \$179,000

Mari:Where would material be stored?

Jeff Poitras: Why would you use a rubber roof with only 20 year warranty and not a metal roof with a 50 year warranty?

Kevin: Another contractor with a panel roof (not a standing seam), was going to switch out the rubber roof for the metal panel roof for same cost and that would come with a 50 year warranty. This contractor might do the same.

Jerry: Get structural upgrades on town garage as soon as possible.

Kevin asked if the Board should like to send town garage structural upgrades out to bid or wait.

Dick will send out the email to all Selectboard members with all of the pricing he received for both phases.

It was discussed that \$84,000 ,if Phase 1 was pursued this year, would need to come out of this year's budget. Maybe some money can come out of balance of salt shed for Phase 1.

Kevin: \$46,500 might be able to come out of the \$70,000 salt shed line item or maybe a low interest loan?

Dick moved to take this up at the next meeting after Selectboard members take a look at the budget before making any decisions.

2nd by Mari

No vote was taken

## 7. MAIN STREET

Dick: Where do we stand on the Waterbury project?

Mari: We have not received the other one

Dick: When did we get it last year?

Mari: Not sure, June or July.

Dick: Is someone reaching out to them?

Dick spoke with Jim Marshall from AOT and his recommendation for Main Street/River Road intersection is to cold plane the high spots on the sides and fill in the alligator holes with a special mix. \$5/sq yard for 2500 to 3000 sq yards needed at \$15,000 total. He suggested making the intersection at T with a three-way stop, and take out the curve. Our guys would do the ditching and excavate the section with water coming up so probably conservatively the estimate is \$100,000 for that project.

There was a recommendation in a report from Central Vermont Regional Planning and AOT to take out the curve on Duxbury's Main Street. Dick was asked about a time frame to do this work, and he suggested that money from the River Road Mitigation Grant might be used for the Duxbury Main Street project.

Currently there is \$53,000 remaining in the River Road Mitigation Grant account and another \$92,000 to come. Total of \$145,000 and possibly use \$100,000 of it for the Main Street and River Road intersection project.

It was suggested to hold off until the next check comes in then look back at this.

8:00 pm Moved into Executive Session for personnel matter

Board came out of Executive Session at 8:24pm. Dan motioned to add Executive Session to the Special Selectboard Meeting 6/29/20 to conduct interviews for the Road Foreman position. Jerry 2nd, AIF.

8:25pm, Jerry motioned to adjourn, Dan 2nd, AIF

Respectfully submitted,

Brenda B. Hartshorn

