

\*\*\*Meeting Minutes are in Draft Form until Approved by the Board\*\*\*

## KIRBY SELECTBOARD'S MEETING

MARCH 17, 2017

The Selectboard met at the Kirby Town Clerk's Office on March 17, 2017. The meeting was called to order by Selectperson Steven Baker at 8:00 a.m.

Those present were: Selectpersons Rebecca Hill-Larsen, David Chase  
and Steven Baker  
Road Foreman John Ohina  
Agency of Transportation Representative Shauna Clifford &  
Alex Nicholson  
Caledonia County Natural Resources Conservation District  
District Manager Kerry O'Brien  
Assistant Town Clerk Marla Waring  
Secretary Wanda Grant

Steven Baker nominated Rebecca Hill-Larsen as Chairperson of the Board, David Chase as Road Commissioner, and Steven Baker as Clerk. Motion seconded by Rebecca Hill-Larsen. So voted.

Shauna Clifford presented the Board with a Memorandum concerning a Model Class 4 Highway and Trail Policy; papers on Disaster Preparation, Response, & Recovery; papers on Draft Vermont DEC Municipal Roads General Permit Framework; and new "The Orange Book". She introduced Alex Nicholson and Kerry O'Brien who will be doing the inventory of the Town's roads under the Better Road Grant.

Shauna and Kerry went on to explain the new DEC Municipal Road General Permit (MRGP) as follows:

1. Draft MRGP permit will be out July 1, 2017.
2. MRGP application will be due July 2018. Application will authorize Towns to do work on roads in hydrologically connected segment of road.
3. Will cover roads in 100 meter (328 feet) segments. DEC will provide towns with an inventory and implementation spreadsheet to be used for biannual reporting showing roads worked on and plans. This will include only hydrologically connected roads that have already been mapped. Kirby will probably have around 16 miles (also includes Class 4 roads). Town will have to prioritize roads on 5-year implementations. First report will be due 2020. Kerry will help towns over the first 5 years.
4. Shauna stated that the contract is with Kerry O'Brien – VTRANS will not be charging the Towns for their service.
5. Alex Nicholson will be working on inventorying the roads with the help of Road Foreman John Ohina. They should be able to do about 3 miles a day. After the data is collected it will be uploaded to a spreadsheet. They should be ready to start on April 26, 2017.
6. Inventory report can be helpful in applying for future Better Roads Grants. Pages will be able to be taken from report and used in grant application.

7. Fees for permit will be: Administration processing fee of \$240 (every 5 years); application review fee (one-time fee) \$400; and annual operating fee of \$2,000. The Town will have to start budgeting for this in 2018. Can list as Stormwater fees, Environmental (stormwater) fees, Act 64 fees, or permit fees.
8. When renew permit (every 5 years), can apply for grant to help pay for re-inventory or town can do on own. Report can be sustainable with help of Road Foreman.
9. The permit will be for 20 years with renewal every 5 years.
10. They will be working with NVDA to provide training.
11. Might be able to combine grants from Better Roads and VTRANS to do projects.

Shauna then helped the Board set up the Town's 2017 Highway Budget as follows:

	Budget		Expenses	Total
Winter Maintenance	\$ 50,000.00	25.5%	\$ 24,786.00	\$ 74,786.00
Summer Maintenance	\$ 80,000.00	40.8%	\$ 39,657.60	\$ 119,657.60
Class IV Roads	\$ 1,000.00	0.5%	\$ 486.00	\$ 1,486.00
Resurfacing & Construction	<u>\$ 65,000.00</u>	33.2%	<u>\$ 32,270.40</u>	<u>\$ 97,270.40</u>
<b>TOTAL</b>	<b>\$196,000.00</b>		<b>\$ 97,200.00</b>	<b>\$293,200.00</b>
Winter Maintenance				
Class II	\$ 10,000.00	20.0%	\$ 4,957.20	\$ 14,957.20
Class III	<u>\$ 40,000.00</u>	80.0%	<u>\$ 19,828.80</u>	<u>\$ 59,828.80</u>
	<b>\$ 50,000.00</b>		<b>\$ 24,786.00</b>	<b>\$ 74,786.00</b>
Summer Maintenance				
Class II	\$ 16,000.00	20.0%	\$ 7,931.52	\$ 23,931.52
Class III	<u>\$ 64,000.00</u>	80.0%	<u>\$ 31,726.08</u>	<u>\$ 95,726.08</u>
	<b>\$ 80,000.00</b>		<b>\$ 39,657.60</b>	<b>\$ 119,657.60</b>
Class IV Roads	\$ 1,000.00		\$ 486.00	\$ 1,486.00
Resurfacing & Construction	\$ 65,000.00		\$ 32,270.40	\$ 97,270.40
<b>(Includes \$10,000.00 for Better Road Grant &amp; \$15,000.00 for Engineering of Paved Part of Ridge Road. Rest of amount will be used throughout the Town.)</b>				

Income to cover the 2017 highway expenses will consists of State Aid, Better Road Grant (\$8,000), 2016 highway surplus of \$19,222 and the rest to be raised by taxes.

Shauna and Board discussed the paved portion of Ridge Road. The Town will pay for the engineering this year and should be able to get a Class 2 Grant (would only cover up to \$175,000) next year for the construction and repaving. Shauna reviewed Ruggles Engineering's preliminary cost estimate of this project and felt it was high and would not cost as much as is estimated (\$433,942). Maybe could get a Better Road Grant also. The Board will know more once engineering has been completed.

There was some discussion of the State's definition of Class 3 standard – passable all seasons by pleasure vehicle. Shauna explained that the State did not have better standards as there are many Class 3 roads in the State that would be too costly to upgrade if more precise standards were required.

Shauna reminded the Town that they will have to call her if the Town has damage during an emergency. She will not call the Town.

The Board discussed financing for the new Town Truck. Interest rates from area banks were – Union Bank 2.1%; Community National Bank 2.5%; and Passumpsic Savings Bank 2.25%. The Board asked Wanda to verify with Union Bank their interest rate and if still 2.1% to start the borrowing process with them.

The Board discussed which attorney to hire if residents on Lynhill Road sue the Town. It was decided that Steven Baker will ask Town Attorney Clarke Atwell if he feels he can handle the case or if he feels that he should recuse himself since he lives near that neighborhood. If he feels he should not handle the case, Steve will ask him if he can suggest someone that has expertise in this area. The Board also asked Wanda to see if VLCT can suggest an attorney.

Rebecca Hill-Larsen made the motion to adjourn. Seconded by Steven Baker. So voted.

The meeting was adjourned at 9:20 am.

Respectfully submitted,

Wanda L. Grant, Secretary