

## WEST WINDSOR SELECTBOARD

Draft Minutes

February 13, 2012 (morning)

Present: Glenn Seward, Tom Kenyon, Curtis Miklas, Lazaro Gutierrez, John Broker-Campbell

- 1) Call to Order – Selectboard Chair Glenn Seward called the meeting to order at 9:00 AM.
- 2) Discuss Brownsville-Hartland Road project & hazard mitigation grant application with Regional Planning Commission and Witt Associates – John said it would be best if the town could get 406 funding for the Brownsville-Hartland Road project, but he is working with the town on a hazard mitigation grant application in case the town does not get 406 funding. Glenn said it's a \$300,000 project and our current FEMA rep, Riquia Gutter, is saying that it is not eligible for 406 funding. According to Glenn, Riquia said that she does not see any evidence of slope failure so she thinks repairing the road and shoulder would be eligible for FEMA funding but repairing the slope would not. Glenn said the town doesn't want to proceed with a small scale repair and then have to rip it out to do a large scale repair. Lazaro suggested pursuing Category B funding for the small scale repair and category C funding for the large scale repair. Tom said the town has done "band aid" repairs in that area in the past, which didn't prevent the slope from ultimately collapsing into Beaver Brook and damming the brook. Lazaro asked if FEMA has paid for past disasters in that area. Glenn said yes. Glenn said it's not practical to do the small scale repair now because of the weather but there are delineator posts marking the damaged area. Curtis asked if it's even possible to repair the road, given the condition of the slope. Glenn said no, the repair would not hold. Glenn said he has 25 years of experience in the site work business, and he would be hesitant to have anyone go near there with heavy equipment. Lazaro asked about engineering studies. Glenn said the town has a preliminary engineering report but needs some reassurance about funding before proceeding with additional engineering work. Curtis said FEMA is supposed to accept the town's engineering study. Glenn said it would cost the town \$20,000 to take the next step with engineering and the town doesn't have the money. Lazaro asked what FEMA paid for last time the slope failed in this area. Glenn said FEMA was not involved until after the slope failed and they paid to repair the slope. Curtis said the town could request 404 and 406 funding to stabilize the entire area, not just the portion that is damaged. Glenn said the telephone pole on the slope was leaning at a 30 degree angle so he called the phone company and they put a guy wire to a tree to hold it in place. Lazaro asked if the town has an estimate for just repairing the road and the shoulder. Glenn said yes. Tom said the Brownsville-Hartland Road is critical for emergency services. Lazaro asked if it has deteriorated. Glenn said it's difficult to tell because the town had to fill it in to allow heavy equipment to access the slope to do borings. Glenn said, looking at it now, it's hard to see the problem. There was discussion about the number of linear feet currently at risk and the number of linear feet that should be stabilized to prevent future failures in this area of road. John said the town needs the money to do the repair, whether it's 50' or 200', so we're trying to keep all the funding options open. Lazaro suggested getting an estimate from the engineers for the lowest cost fix that will do the entire length of the road for 404 funding and advising FEMA that the town is also requesting 406 funding for the section of road that was actually damaged. Lazaro said documentation of the previous failures along that section of road will be needed. Curtis asked if the town has the boring analysis. Glenn said the analysis is on-going; there's an inclinometer on the slope to measure whether or not the slope is moving. Glenn summarized the amount of money the town has already spent on this disaster, the amount that has been reimbursed so far, the number of projects, and the work that Riquia has been doing to get projects into the FEMA pipeline. John asked if there is a Project Worksheet (PW) for the Brownsville-Hartland Road site. Glenn said he is not sure that Riquia has written one yet. Glenn said he has talked to Alec Portalupi at the state level and notified him of the town's intention to appeal if this project is denied. Curtis asked about the PW for the Bible Hill covered bridge. Glenn said he just signed that PW last week. Curtis said once that project is obligated the town can start getting progress payment for expenditures to date. Curtis asked

about Dugdale. Glenn said the town has not heard anything from FEMA about Dugdale. Tom said Dugdale is a dead end road and there is no other way for a fire truck to get to the buildings beyond the damaged culvert so an appropriate permanent repair is critical. There was discussion about the continued wait for an opinion from FEMA on the historical nature of the Dugdale culvert. Lazaro suggested sending a formal letter to FEMA requesting a site visit. Curtis agreed and suggested directing the letter to Alec Portalupi and Gary Schelley. John asked about next steps. Curtis said FEMA is supposed to be working on high dollar projects so it should be simple for them to write up the Dugdale project, followed by the Brownsville-Hartland Road project. Glenn asked if the town should hold off on doing any more engineering on the Brownsville-Hartland Road. Curtis suggested an updated damage assessment based on any new data they have collected. Lazaro and Curtis said that Witt Associates would definitely support an appeal on the Brownsville-Hartland Road if it comes to that. Lazaro asked about the town's Category A projects. Curtis said there are a couple more invoices that should be submitted as a separate PW under Category A. Lazaro and Curtis agreed that the temporary fix on Dugdale should be submitted under Category B. Lazaro asked how many roads were damaged. Glenn said there were about 23 roads damaged. Curtis said FEMA is not going to allow towns to combine projects that are under \$1,000, so that would eliminate 2 or 3 roads. Lazaro asked if the damaged roads were brought up to code. Glenn said yes, the town added guardrails and stone-lined ditches wherever our codes and standards called for them. Lazaro asked if FEMA has included those in the PWs that have been written so far. Glenn said yes. Curtis said the town's paperwork is excellent. Lazaro asked about Direct Administrative Costs (DAC). Curtis said the town has documented administrative costs, it's just a matter of waiting for the FEMA rep to write up the PWs. Curtis said Martha Harrison has costs down to the cent so we should be able to track any discrepancies between costs and reimbursements. Lazaro asked about work that still needs to be completed. Curtis said the covered bridge, the Dugdale culvert and the Brownsville-Hartland Road still need work. Glenn said he got an email from Shawn Kelly of GeoDesigns indicating that he feels the damage on the Brownsville-Hartland Road is due to Irene. Glenn described the 1998 slope failure on the Brownsville-Hartland Road. Lazaro asked about the length of the drop in the area of concern. Glenn said it's a 100' drop. Lazaro asked about guardrail. Glenn said the town's codes and standards call for the installation of guardrail in situations like this. Curtis said he thinks it would be dangerous to operate heavy equipment in the area where the road and shoulder need to be repaired. Lazaro said the vegetation needed to stabilize the slope after the work is done can be included in the PW. Those present agreed to go look at the Brownsville-Hartland Road and Dugdale Road project sites. Curtis asked about progress on the Bowers Covered Bridge. Glenn said the concrete abutment was poured on Friday and the guy working on the frame is about done. Glenn estimated that the bridge will be finished by May 1<sup>st</sup>. Curtis suggested that the town start putting together a packet of invoices for a progress payment. Curtis said the state is fairly confident that they're going to meet the threshold for 90% federal reimbursement.

3) Adjourn – The meeting adjourned by consensus at 9:50 AM.

Respectfully submitted,

Martha Harrison