

**June 29, 2018**  
**Project Design Meeting**  
**West Branch Dead Creek Culvert**  
**STP MM 18(6)**  
**Bridport Public Works Department**

Attendees: Dusty Huestis, David Bronson, Joan Huestis, Jonathan Ashley, Brent Rakowski, Ande Deforge

Joan called the meeting to order at 08:00.

1. No public comments were received.
2. Draft minutes from the June 5, 2018 Culvert Committee meeting were reviewed. Dusty moved to accept the minutes, David seconded. Motion passed: 4-0.
3. Brent introduced the proposed OCE agreement. On the front end page, the date is still to be filled in. Completion of work date: propose change to December 31, 2020 (from 2019). Ande indicated typical duration for a smaller project like this is 2 years. Environmental could be 3-6 months, ROW could be 6 months. No substantive changes to VTrans Specifications for Contractor Services; an instance of double-numbering of sections in the template was corrected. OCE will add a spot for date of signature for OCE. OCE will make those two changes and submit for SB to sign at July 9 meeting.
4. For this project, the conceptual and preliminary plans can be combined into one step/submittal to streamline the schedule. OCE or the MPM need to get the Green Mountain Power plans for where future utility poles will be located. The water line location will need to be represented on the plans. Coordination will be needed for the phone line location as well.
5. The project could be a programmatic categorical exclusion (PACE): OCE should follow the checklist. A PACE could be reviewed and approved in-state vs. going to federal for review of the categorical exclusion document. The existing stream pooling at the culvert may need adjustment, and/or the pools may fill in naturally over time with an appropriately-sized culvert.
6. Brent has coordinated startup of the project with Hartgen for archaeology and historic review. He also spoke with Zapata Courage re: wetlands delineation and no formal delineation appears to be necessary (assume top of bank). Brent will provide

documentation of Zapata's input. Brent will speak with Jaron Borg about establishing the drainage line.

7. Brent reviewed the VTrans hydraulics memo which recommends more detailed analysis when survey is available. OCE will compare the survey to the hydraulics study and if it isn't substantially different, no additional topo-based detailed study is needed.
8. David had some contract questions/suggestions and presented a proposed modified version. The local concerns meeting referenced in Section 2.4 of OCE's proposal will not be needed. Purpose and need statement and alternatives review are needed.
9. **Project Definition:** A purpose and need statement is needed for the categorical exclusion. Alternatives analysis: pre-cast minimizes closure of road and is durable. Open bottom vs. embedded will be discussed with Jaron Borg. Concept/preliminary plans can be combined.
10. Microstation is not required because it's not a state road. This project needs to follow the 2018 Construction Standards. In the 2018 standards, many special provisions have been moved in and the materials specifications have changed.
11. The pre-cast box is a special provision; OCE can roll some small items into this item, but the project shouldn't be lump sum because of paving volatility, etc.
12. The Second Monday of the month is the regular Selectboard meeting.
13. The MPM and VTrans will review invoices, the Town reviews and pays, and VTrans reimburses the Town electronically. Ande's review is not typically long, but can be somewhat longer in the December-March timeframe when a lot of projects are going out to bid.
14. If the project cost is less than \$250,000 the design engineer or MPM could become the inspector.
15. OCE's AF38 still needs to be submitted to VTrans prior to the contract signing.

Joan adjourned the meeting at 09:06.