



MINUTES
CASTLE VALLEY ROADS COMMITTEE MEETING
TUESDAY, APRIL 14th, 2020 at 4:30 P.M.
CASTLE VALLEY COMMUNITY CENTER
2 CASTLE VALLEY DRIVE

****Due to concerns regarding the potential spread of COVID-19 this meeting will be held electronically by Conference Call. The Anchor site was 2 Castle Valley Dr.**

Members Present: Merrill Brady, Jazmine Duncan, Dave Erley and Glen Wilson.

Members Absent: None.

Recorder: Jocelyn Buck.

Public Present: Russ Cooper.

Roads Department: None.

Brady called Meeting to order at 4:31PM

Committee role call

1. Open Public Comment: Russ Cooper commended the road crew on the work they did on upper Miller. He has lived here 5 years and this is the best Miller has ever been. He added that he hoped the Council will agree to get the Quaky gravel because the Town really needs roads material.

2. Approval of Minutes of Roads Meeting March 17th 2020.

Duncan motioned to approve the Minutes from March 17th, Wilson seconded, motion passed unanimously. Erley abstained.

3. Executive Report:

Monthly Road Report- No report.

4. Correspondence: Email from Bruce Keeler stating his opposition to the Quaky Gravel Pit. Committee member all received this email previous to the meeting.

5. Administrative:

Upper Taylor Lane road improvement update.

Wilson reported that Brady, Gritts and himself went up and looked at that section of Taylor and he felt that rotomill would improve the road.

Erley reported that the condition of Taylor is slowly getting worse. He questioned the potential of this setting a precedent for property owners doing road work on sections of the roads that are not within in the Town's road easement.

Wilson recommended putting an agreement together so that the property owner knows that the Town will never maintain sections of the road out of the easement.

Erley added maybe we should look into how to legally allow property owners to maintain roads that are designated "no winter maintenance". Since those are the same roads that are potentially out of road easements and/or difficult for the Town to safely maintain. Erley asked if that section of Taylor road improvement "goes wrong" what is the Town's obligation to property owners beyond that section.

Roads Budget FY 2021

Duncan explained that so far the State has no projections for the decreases in B and C roads funds and sales tax revenues caused by COVID-19. Overall FY 2020 is looking very good we should end up well under budget which will help next year. The impacts of current reductions in tax revenue will take 2 months to be reflected in Town income. For FY2021 Duncan has tried to keep employees on the same as now and not give cost of living increases and at the end of the year if there are funds give a bonus.

Erley asked if the Town has a legal obligation to give a cost of living increases. Buck verified the Town has an adopted policy for cost of living increases. Duncan added that policy may have to be amended.

Discussion continued on the dramatic effects on the Town's operating budget will have if a lot of property taxes are deferred as that is the main income stream for the Town.

Duncan explained how she has made major budget cuts across the board.

6. Standard Operating Procedures:

Buck will follow up with Gritts, Duncan wants to get the basic SOP completed and adopted.

Employee evaluations:

Duncan asked how we were to handling getting the employee evaluation done in a closed meeting setting.

It was agreed to have a special closed meeting for the Employee evaluation at the Pavilion in first week of May.

New Business

7. Discussion and Possible Action re: Road Committee’s proposal to the Council regarding the Quaky gravel pit.

Erley needed more information in order to present the Pit options to the Council and the Public. He needs time and costs for using the Professor Pit vs the Quaky pit, as well as best management practices for dust and aquifer protection. Erley wants to talk to the Council and maybe have a field trip to show them the options. Taking Bruce Keeler and Russ Cooper’s s concerns Erley felt we need to change the dynamic and articulate the situation. At some point as a Town we have to have access to material and not from Legrand Johnson at their rates.

Brady commented that with the reduced budget he felt the road crew would not even have the hours to work in the pit very much.

Duncan added that as part of the permit process we could incorporate a plan to mitigate the amount of use and dust concerns.

With help from Brady, Wilson and Gritts, Erley will work on the proposal for the May Council Meeting May.

8. Discussion and Possible Action re: Road Committee’s proposal to the Council regarding Rotomill for Town Parking lot.

Wilson stated that the rotomill pile is getting down we may want to vote on this and get it out here stock piled and worry about spreading it later.

Duncan was concerned that residents that thought there was money in the materials budget to fix bad spots on certain roads will see that we have used the money to stock pile materials for the Town parking that has no effect on them.

Erley supported the rotomill project to prevent a mud hole at the Town building.

Buck reminded that Committee that some of the \$5000 materials budget was earmarked for lower Pope. This was previously discussed in a public meeting.

Duncan added that theoretically the Community lot budget should be used for the parking lot not the Roads budget. This would affect the budget surplus.

Buck pointed out that the road labor budget is not enough to do the Town lot project as well as Pope Lane between now and July 1st. Maybe we should stock pile the rotomill and do the spreading in FY 2021.

Unfinished Business

9. Discussion and Possible Action re: Perpetual and Emergency waiver/ easements (tabled)

10. Road’s Budget

Duncan stated the Roads are well under their budget.

11. Emergency Planning- Evacuation Planning

12. Closed session- Employee Evaluation- postponed until next month

Adjournment

Erley motioned to adjourn; Wilson seconded, the motion passed unanimously.

Brady adjourned the meeting at 5:25 PM.

Approved:

Merrill Brady
Merrill Brady, Chair

5.19.2020
(Date)

Attested: Jocelyn Buck 5.19.2020
Jocelyn Buck, Town Clerk (Date)