



**Town of Whitingham
Highway Garage Committee**

MINUTES OF NOVEMBER 6, 2020

These Minutes shall be accepted into the public record (with any corrections noted) at a future meeting of the Whitingham Highway Garage Committee.

The Whitingham Highway Garage Committee held a meeting on Friday, November 6, 2020 at 9am at the Whitingham Municipal Center, 2948 VT Route 100.

Highway Garage Committee members present: Marshall Dix, Chair; Scott Reed, Richard Lemaire, Donnie Boyd, and Richard Tefft.

Others present: Gig Zboray, Selectboard Office Administrator. Andrea Ameden and Brud Sanderson of Stevens & Associates, Engineers.

Call to Order. Additions or Changes to Agenda

Marshall Dix called the meeting to order at 9:03am. There were no additions or changes to the agenda. Introductions were made.

Hearing of visitors none

Meet with Engineer(s) to go over reports

The engineers provided a draft limited preliminary civil engineering and site feasibility services study for the existing Town Highway Garage. The plans included with the report are just digitizations with hand measurements and are not official.

Three major components of the report include:

1. Plans:

- Existing site aerial image
- Existing site conditions and measurements
- Programmed building
- Reduced building with wetlands impact
- Reduced building with VTrans impact
- Plan based on available site area

Plans show existing conditions with measurements to understand spaces in the building and the stream and highway setbacks, spaces needed for a future use [showing needs on current site], reduced building size plan on current lot, reduced building size with impact on VTrans right of way, and finally reduced building size to fit site area. Current site will not allow expansion because of VTrans setback requirements, stream setback and the well location.

2. Preliminary permitting feasibility:
Provides information about what state and local permits will be required to make improvements to the current building.
3. Summary of findings:
Provides a summary of the work completed, the permitting feasibility study, and site constraints.

Next Step(s)

After much discussion it was determined that the next steps would be to do a feasibility study of the Twitchell Farm site to show proposed building foot print, opinion of construction costs and site work and an opinion if this project is permissible on the proposed site.

A bond vote will eventually be needed to fund the construction of the new garage.

Brud Sanderson, Engineer, recommends drawing up a purchase and sale agreement contingent on permits in hand. Discussion ensued around the affordable cost of the proposed property and the time frame of the next feasibility study that might not be our best option.

Three engineering design steps will be required to move forward:

- a. Feasibility study for the proposed lot as mentioned above – similar to the report prepared for the existing Town Highway Garage.
- b. A more thought out plan for the lot with estimated construction cost.
- c. Building concept and building design.

For town meeting 2021 purposes we need the feasibility study to prove that the Twitchell farm property is usable.

Mr. Sanderson will prepare cost proposals for the next step(s) and finalize the draft report of the current site.

Stevens & Associates have worked with Townshend and Grafton on their recent town garage projects.

Approve Minutes of prior meeting

A motion was made by Richard Tefft to approve the Minutes of October 2, 2020 as corrected, seconded by Marshall Tefft, all in favor.

Gig will look at Selectboard Minutes to determine how to correct the aspect that the Twitchell Farm property should not be subdivided. David Twitchell has requested free access to the Transfer Station in exchange for his portion of the land. Mr. Lemaire suggests that we get a

purchase and sale agreement sooner rather than later to clarify what the final agreement is and so contingencies on not continually to the sale.

Other business – as needed None

Next meeting to be determined

Adjourn Marshall Dix adjourned the meeting at approximately 10:13 am.

Respectfully submitted,
Gig Zboray