

**Town of Tinmouth  
Select Board  
Wednesday, August 2, 2023  
Special Meeting Minutes  
Salt/Shed Project Kick-Off Meeting**

Members present (in-person): Kevin Eaton, Judy Gilmore, and Meadow Squier

Others present:

In-person: Steffanie Bourque – Municipal Project Manager (RRPC), Chris Rivet D&K Engineer, Scott Gurley – VTrans, Eric Buffum-Road Commissioner, Hollis Squier, and Gail Fallar-Select Board Assistant (SBA)

Via Zoom: No one.

Meadow called the meeting to order at 10:15 AM and turned the meeting over to Chris Rivet from DuBois & King Engineering.

Chris had everyone introduce themselves. He then reviewed the process to complete the RFP – to conduct a studies regarding the proposed salt/sand shed – conducting soil investigations, natural resources review, historical and archeological study, etc. to reach a 25% conceptual design, once they reach 60% of the conceptual design, there will be another public meeting. VTrans reviews each step along the way. This may take a year or so, to be 85% done. It is anticipated that the 25% point will be reached by December – which will provide a baseline cost estimate.

Scott noted there would not be an issue with rights of way as the project was all on the town's property, though the town's attorney will still need to certify title.

The Town will provide equipment and man power to dig test pits, etc. Gail inquired whether the scope of this grant could involve moving the location of the shed – no, but the size could be reduced. Judy suggested planning to be able to add to it in the future.

Steffanie discussed project communication, prefers that D&K send all communication to her as Project Manager, she will then distribute to the Board, Eric and Gail. Board agreed. She will also handle processing of invoicing, from D & K – review meeting of goals, etc. – and preparing quarterly reports for VTrans reimbursement.

Meeting then recessed to the town garage for a site visit regarding the project.

Discussion included orienting the shed kitty corner; changing the transfer station elevation; height of building to allow salt trucks to dump inside versus dumping outside and pushing it in; canvas topped building; engineered block vs waste block vs 10'-12' concrete walls with roof on top of that; size of the building 85' x 120'; building to cover sand only or salt only; the amount of sand and salt used (1500 yards of sand and 400 tons of sand); whether another grant would be possible – current grant was \$300,00, plus the town share and savings of \$175,000 is still going to be short; current storm water issues on the site -does the scope of this RFP cover that - no; the new building will have trenches under its eaves for its storm water control; the 500 yards of fill added to the site – what to do with it; possibilities of different location – current location is not big enough; transfer station future; etc. Scott advised starting with the selected location, if not feasible then look elsewhere. Board concurred.

Meeting adjourned at 12:15 pm.

Respectfully submitted,  
Gail Fallar, Select Board Assistant