

Brighton Selectboard Meeting Minutes

May 19, 2014

Minutes of the Monday, May 19, 2014 meeting of the Brighton Selectboard, held in the town hall in Island Pond at 6:00 PM. Attending were Melinda Gervais-Lamoureux, Mike worth, Jim Cross, Mark Castonguay, Bill Hawkins, Joe Arborio, Carmen Gunn (Blair), Althea Blair, Joel Cope.

1. Melinda called the meeting to order at 6:00.
2. Health Officer Report:
 - Joe Arborio reported that the problem of garbage accumulation at 49 Middle Street has been resolved.
 - There remains a problem at the vacant Desrochers estate on Derby St. The back of the building has fallen in and is open to the elements, to animals and to possible entry by parties with ill intent. It constitutes a public health hazard and Mr. Arborio has sent a Letter of Intent to Seek a Health Order to the owners. The Selectboard will take up the matter of the Health Order at next meeting on June 3. Joel will speak to the town attorney regarding the Health Order.
3. Public Comment: Althea and Carmen Blair requested approval for a coin drop on May 31, from 9-2 on Cross Street, with all proceeds going to the American Cancer Society. The board approved the request, provided that all proper safety measures are taken, including reflective vests, traffic cones, and insurance coverage.
4. Signage for the lakeshore planting project: The board would like to put up some wooden signs on the lakeshore to tell the public about the project and its benefits. Joel will look into finding the signs.
5. Joel updated the board on the signage for the park path, which the planning commission has suggested should be a large boulder with a metal plaque bolted to it with information about the lake and island that is to be placed at the end of the path near the public beach. The Selectboard liked the idea, but asked Joel to suggest to the Planning commission that the boulder ought to be placed near the tennis courts or somewhere where it might be seen more frequently.
6. Driveway Access Policy: A requirement of the adopted "Road Standards" is that the Town also adopt a Driveway Access Policy. The board reviewed the draft policy, made some amendments, and adopted the policy as amended. (Policy is attached as adopted.)

7. Stormwater drainage project: Sarah Damsell from NRCD-CD has offered to work on a grant for the town to resolve the stormwater drainage issues raised by the Lake Memphremagog Watershed Stormwater infrastructure Mapping Project. She wants a letter of support from the town saying that the Town will commit to doing the project if the grant is obtained. The grant would design the project one year, and build it the next. The Selectboard asked Joel to find out more about the design and construction costs, which are estimated in the range of \$65,000 if all components are done. Most of the work would involve bio-retention areas and catch basin installation in the downtown .
8. Melinda informed the board that the price for sidewalk construction has increased to \$28/linear foot. The board put \$10,000 in the budget for sidewalk construction, with the intent of improving the sidewalk on Mountain Street between South St. and North St, where the sidewalk is in particularly bad condition.
9. Road foreman Mark Castonguay told the board that gutters on the town garage needed to resolve some drainage issues there would cost about \$300. The board approved the gutter installation.
10. A notice of vacancy has been posted for the open Lister position, but no one has applied so far.
11. The board authorized Joel to sign a letter supporting a "Community Visit" by the Vermont Council on Rural Development.
12. The board authorized Joel to sign all documents required for the USDA grant project for turn-out gear for the fire department.
13. Joel informed the board that the town will be getting a tax bill for the portion of three municipal properties that are rented out because they are not used strictly for public use and are subject to the statewide property tax. The town budgeted \$11,000 for this purpose.
14. Melinda and Joel will attend a meeting in Burlington with state tourism officials regarding the proposed rail passenger service.
15. Melinda updated the board about the plan for structured activities for youth in the town park this summer. Dana Jacobs will manage tennis instruction and other recreational activities on Wednesdays, Thursdays and Fridays. Free lunches will be available to those who sign up for the program. Joel will be drafting a sign-up sheet for parents to be available at the school.
16. Meeting adjourned at 7:45.

Town of Brighton
Driveway Access Policy
Adopted May 19, 2014

Vermont Statutes Annotated Title 19, Section 1111

“It shall be unlawful to develop, construct, regrade, or resurface any driveway, entrance, or approach, or build a fence or building, or deposit material of any kind within, or to in any way affect the grade of a highway right-of-way, or obstruct a ditch, culvert, or drainage course that drains a highway, or fill or grade the land adjacent to a highway so as to divert the flow of water onto the highway right-of-way, without a written permit from the agency, in the case of state highways, or the legislative body, or designee of a municipality, in the case of town highways.”

Statement of Purpose: This policy establishes minimum standards for the design, construction and maintenance of driveways in order to reduce damage, mitigate erosion, reduce maintenance costs, save money and time, and ensure equal treatment of applicants.

Process: Requests for a driveway permit will go to the Road Foreman, who will inspect the site and specify the conditions that need to be met.

Grade of approach: Gentle driveway approaches to the road improve safety and help to prevent water damage. All driveways and access roads shall be constructed so as not to impair drainage within the right-of-way, alter the stability of the improved area, or change the drainage of adjacent areas. The maximum gradient of driveways and side roads should not exceed 10%. Steeper grades may be allowed but with more stringent erosion control, sight distance and other requirements. Entrances should be constructed with no more than 3% grade away from the road for a distance of at least 20 feet.

Angle of approach: Driveways should intersect the road at a preferred angle of 90 degrees but no less than 60 degrees.

Sight distance: a vehicle operator preparing to exit the access point should be able to see without obstruction a minimum of 150 feet in either direction. No access shall be constructed closer than 275 feet to a sharp curve, hill or other blind area.

Distance between driveways and intersections: Driveways and access roads should be constructed no closer than 20 feet from a property line and no closer than 100 feet from another intersecting street or driveway. The Town may designate greater distances in certain cases.

Width: recommended width for a residential driveway should be between 25 and 35 feet. Roads likely to handle future increased traffic may need to have greater width.

Culverts: A minimum 18” culvert pipe shall be installed under driveways and access roads. Larger sizes may be required by the Town.

The Town may require an engineering analysis to determine the appropriate culvert size for a specific location.

Culverts should be placed as far away from the road as practical to maintain good drainage.

In addition, the road foreman may require more conditions as required by any particular site, including:

- Headwalls and tailwalls
- Stone-lined ditches with vegetation to prevent erosion.
- Driveway base material
- Driveway ditches designed to keep water off the public road
- Driveway bank stabilization
- Vehicles able to enter public road in a forward direction

Installation, repair and maintenance of culverts:

Initial installation of a driveway culvert is at the owner’s expense, in accordance with driveway permit conditions as required by the road foreman. The property owner will be

responsible for regular maintenance and repair of their driveway culverts and ditches, particularly if they impact or will potentially impact the public road. If damage to a town highway is caused by improper construction, maintenance, or grading, it is the responsibility of the property owner to make necessary repairs at his/her expense. If repairs are not made within thirty days of notice, the Town will make repairs and bill the property owner for expenses.

Ditches: No access will be permitted which will result in drainage washing directly onto a town highway. The landowner should daylight driveway ditches onto their own property if possible before intersecting with the town Right-of-Way.

Relation to zoning: A driveway access permit shall be required in order to obtain a zoning permit.

Fee: A refundable fee may be charged to ensure compliance.