

## MINUTES

### CASTLE VALLEY ROADS COMMITTEE MEETING

TUESDAY, AUGUST 18th, 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 was held outside at the Town Pavilion, 2 Castle Valley Dr.**

Members Present: Jazmine Duncan, Pamela Gibson and Glen Wilson.

Members Absent: None.

Recorder: Jocelyn Buck.

Public Present: Colleen Thompson.

Roads Department: Mingo Gritts

#### **Call to Order**

M Duncan (acting Chair) called the meeting to order at 4:30 PM

1. Open Public Comment: None

2. Approval of Minutes of Roads Meeting July 14th 2020.

Gibson motioned to approve the Minutes, Wilson seconded, motion pass unanimously.

3. Executive Report:

Monthly Road Report-Mingo Gritts

Gritts reported that they have been trying to get some mowing done but the mower has had to be repaired five different times in the last month. The mower arm assembly may finally need to be replaced it is so old. The tractor works well so we may need to buy a drag behind simple mower or brush hog. M Duncan asked if the County would ever consider contracting with the Town for mowing. The new signs have been put up at the turn across from the Town building and the reflective signs at the Castle Valley Drive turn by Brady's have been replaced. More signs have been ordered specifically to try to reduce speeds on the unpaved side roads. Buck asked if we had received the "no outlet" sign to replace the one missing up beyond the mailboxes. Gritt's son is working up a proposal for a Town of Castle Valley sign at the entrance by the mailboxes. Gritts is working up project management standards for the Committee so they can get more involved. The Roads files are in the "z" drive, Roads, "m" files. Discussion continued on what is needed to start using the roads database John Groo created. There should be a way to merge Gritt's spreadsheets into the database. Buck will send Groo the two most recent spreadsheets to see if he can merge them. One of the hand held radios was broken and needs to be replaced. We should look into getting a better holster or clip system. Work schedule is 2 days a week Mondays and Tuesdays.

4. Correspondence: Kaaron Jorgen thanked Gritts for the road work on Homestead. And Laura Cameron called and asked to have two holes at the corner of Taylor and Keogh filled in before winter.

5. Administrative: Neighborhood Clean-up. The Committee agreed to tentatively set the date for the Neighborhood Clean-up on Saturday November 7<sup>th</sup>. The Council will be discussing this tomorrow night.

The Committee approved the Encroachment permit form with the addition of the MUTCD and OSHA websites. And changed the permit expires six months from date of "approval" not "date of issue".

6. Standard Operating Procedures: Buck will format what SOPs we have and get them ready for approval.

#### **New Business**

7. Discussion and Possible Action re: Electing a Committee Chairperson.

The Committee decided to temporarily rotate chairing the meetings until the Committee open positions are filled.

8. Discussion and Possible Action re: Continuing the Road Committee.

M Duncan stated there is a lot of value in having the Road Committee especially doing research, SOPs

and other projects. The hard part is always filling the Committee positions. Wilson felt the Committee's goal should be to support the road crew to make their jobs easier as well as more productive. He understands that the Town Council did not agree with the Road Committee's recommendations for the Quaky Pit. Gibson stated that the Council had a different focus on what is best for the Community. It was not like the Road Committee was in a fight with the Council for the Quaky Pit. Gibson just wants everybody to work together for the best outcome, everybody brings different skills and we just need to work towards being as efficient as possible because the Town has a very limited budget. Duncan felt that Road Department did a great job this past year. Sometimes the Council looks at different things like the value of our water, views and quiet. However as a Town we have to also provide services and one of the most important is public safety which involves keeping our roads maintained year round. As an aging community keeping roads maintained for emergency access is a priority. Thompson agreed there was a lot of value in the Road Committee; the volunteers do a lot of work. Buck had the opposite opinion that the Committee is not doing enough they need to step up and do more because too much is delegated to Gritts (i.e. SOPs and spreadsheets) that is keeping him from getting out and doing work on the roads. Wilson asked Gritts to make a list of what the Committee could be doing to help take a load off. The Committee agreed to recommend keeping the Road Committee to the Council and to start looking for new members. Buck will post the position(s) next week.

9. Discussion and Possible Action re: Water line to the road shed.

Grits explained that the Road Shed needs four 4 season access to water. The best solution would be to fix the existing hydrant at the corner of the Fire Station. And in the future as the budget allows he recommended running a line from that hydrant another 100-150 feet over to the Road shed. M Duncan suggested just using the water in the water truck because it is better water (from Lot 13 well) than the Town building well water. She stated for this winter they should just park the water truck in the Road Shed. She will talk to the Fire District commissioners about shared funding to repair and replace the hydrant. Buck reminded the Committee that fixing the old broken hydrant at the pavilion was necessary so there is emergency access to water in case there was an accident with the pavilion barbecues. Gritts agreed and offered to sub in a faucet at the end of the existing sprinkler line so a hose could left there for emergencies.

**Unfinished Business**

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

Gibson motioned to un-table Item 10, Wilson seconded, motion passed unanimously.

Buck will replace "storm water runoff channel" in the place of "drainage system" throughout the document(s) and check and see if this document was legally reviewed.

11. Road's Budget

Replacing the radio will come out of "Equipment and Tools budget"; the holsters etc. are expensive and could be purchased in the future budget permitting. Buck will get a cost quote for the radio for Council approval.

12. Emergency Planning- Evacuation Planning

Duncan and Buck agreed that working on the Emergency Plan should be our next project this winter. Duncan had previously developed a template Plan that needs to be applied specifically to Castle Valley.

13. Closed session

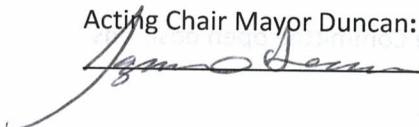
**Adjournment**

Gibson motioned to adjourn; Duncan seconded, the motion passed unanimously.

Meeting adjourned the meeting at 5:40 PM.

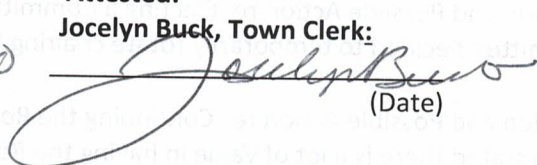
**Approved:**

Acting Chair Mayor Duncan:

 9/23/2020  
(Date)

**Attested:**

Jocelyn Buck, Town Clerk:

  
(Date)