

DRAFT

**MINUTES OF THE DUXBURY SELECTBOARD MEETING HELD ON
February 8, 2016**

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PRESENT: Maureen Harvey, Amy Scharf, Betty Gibbs, John Murphy, Anne Wilson, Eric Zetterstrum, Eleanor Scharf, Brycen Scharf, Ken Scott

Called to Order by Chair Amy Scharf at 6:02 PM and selectboard members introduced.

Additions/Changes to the agenda

Approval of minutes moved to Old Business

Amy opened the meeting by recognizing that this is the last scheduled select board meeting prior to Town Meeting, at which time the make up of the present board will most likely change. Amy wanted to take the opportunity to thank her fellow board members for their hard work during the past year.

Ken presented the signature page of the Town Warning to the Board for some signatures that were lacking. The printer needs the page by Wednesday at the latest.

Highway Foreman Report

Snow in the forecast prevented Adam from attending.

Maureen had questions about communication between the Waterbury Fire Department and the Town Garage. She wondered if the Town had received ample notice that there was a response to a fire on Marshall Road underway and that road sanding was going to be needed. Maureen stated that she saw multiple fire trucks go by her house prior to seeing a Town Truck. Adam had previously indicated to John that the three trucks are always parked inside, loaded with sand and ready to go at a moments notice. Adam told John that they were on site within 20 minutes of having gotten the call. Road crew member and WFD member Kyle Guyette, had previously shared an email with John that came to Kyle from Fire Chief Gary Dillon. The email contained praise for Duxbury's response to the Marshall Road fire.

(Post meeting Adam was asked by John about the communications protocol between the WFD and the Town in time of a fire or other emergency. Adam said the protocol is to respond upon the request of the Fire Department not upon the awareness of the fire. This "on call" response is consistent with best emergency management practices. An uncoordinated response to the scene of an emergency can cause vehicular grind lock and slow the overall response unnecessarily.)

Emergency Management

Eric Zetterstrum mentioned that the updated "Local Emergency Operations Plan" will be available for review on line.

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An estimate to have an electrician install a donated “transfer” switch, which would allow for generator power to be utilized by both the garage and the Town Clerk’s office in time of a power outage, is still being sought.

The VT Department of Health will be performing a “medication drop” exercise at the middle school on April 22, 2016. This is an exercise that involves the delivery of multiple doses of medication to a local site for the potential provision of those doses to the general population in a time of a community wide, medical emergency.

Eric plans on attending the annual “Spring Flooding Preparation Conference” being held on the 4th of March.

Eric also intends to attend the next Planning Commission meeting to see if there is an opportunity for coordination between the two committees.

Waterbury, Moretown and Duxbury have all agreed to meet on the 4th of May with the State Emergency Management Planner in an effort to better coordinate the efforts of the three towns in time of an emergency.

Vermont League of Cities and Towns (VLCT) PACIF Program Explanation

In response to an invitation from the Board, Larry Smith and Pamela Fecteau, from the VLCT Risk Management Services Division, presented the “Property and Casualty Intermunicipal Fund” or PACIF program, to the Board. This non-profit municipal insurance program, managed by the VLCT, was created some years ago in response to a perceived need for the provision of insurance services, specific to municipalities. All but a handful of Vermont Towns take part in the PACIF program.

John will gather the information needed to compare our current insurance policy with that offered through the PACIF program so that an informed decision can be made regarding continuing on with our current provider or joining the PACIF program.

Planning Commission

No report

Town Treasurer

Anne Wilson, Assistant Treasurer, provided the Board with the current Revenue & Expenditure Report, which was then reviewed and discussed.

Maureen indicated that the latest audit by Batchelder Associates, necessitated by the change in Treasurers, would take place by the end of the month.

Old Business

The Town garage is without domestic hot water. Amy will ask Marty to research and coordinate its repair.

Amy led a discussion about projects already identified for the next Board to take up.

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Seek out Engineering Grants for watershed management and erosion control on Scrabble Hill as well as on parts of Crossett Hill.

Gravel Pit: Closure per Act 250 needs to proceed. We are currently out of compliance with a stormwater discharge monitoring report. John will look into what we need to do to come into compliance.

There are multiple, large culverts that need to be replaced. Atwood Road should be a high priority.

Road side trimming has taken a back seat due to road repairs. This now needs to be given a high priority.

Amy suggested that in the future, Board members be assigned specific liaison duties with the other town boards and positions, such as what has been done historically with the Highway Department. She also reiterated her belief that Chairman duties should be rotated on an annual basis, with the former chair becoming the Vice Chair for the ensuing year.

Approval of Minutes

Maureen made a motion to approve the 1/14/16 minutes. John seconded and all were in favor.

Maureen made a motion to approve the 1/20/16 minutes with changes. John seconded and all were in favor.

Maureen made a motion to accept the 1/26/16 minutes, with changes. John seconded and all were in favor.

Maureen made a motion to approve the 1/29/16 minutes as written. John seconded and all were in favor.

Maureen made a motion to accept the February 2, 2016 minutes as written. John seconded and all were in favor.

At 7:40 PM Maureen made a motion to go into executive session to discuss personnel and legal issues. John seconded the motion and all were in favor.

John made a motion to come out of executive session at 7:52 PM and Betty seconded, all were in favor.

John made a motion to give Road Crew member Kyle Guyette a 5% raise based upon his fully satisfactory performance during his initial six months of employment with the Town. The raise will become effective the first full pay period after his six month anniversary as a Town employee. Betty seconded and all were in favor.

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John made a motion to adjourn at 7:58 PM, Maureen seconded the motion and all were in favor.

Respectfully submitted,

John B. Murphy, Selectperson