

## **Duxbury Selectboard Meeting Minutes – March 14, 2016**

Attendees: Phyllis Aresenault-Berry, Diane Sansone, Daniel Izor, Maureen Harvey, Adam Magee, Anne Ramniceanu, Anne Wilson, Erik Zetterstrom, Bill Whitehair, Maya Whitehair, Eliza Whitehair, Mame McKee, Alan Quackenbush, Amy Scharf\*, John Murphy\*, Patty Delaney\*, Eric Ladensack\*, and Steffan Defeo\* (\* - *Selectboard Member*)

**1. Call to Order at 6:00 pm by Amy.**

**2. Introduction of Selectboard members**

\* quick discussion of finding a Select Board clerk for minute taking

**3. Election of Selectboard Chair & Vice Chair**

\* John nominated Amy as Selectboard Chair. Amy declined. Patty nominated John as Chair and Amy seconded. All in favor. John nominated Amy as Vice-Chair and Patty seconded. All in favor.

**4. Discussion of the Board's use of "Robert's Rules"**

\* overview of how the board and board meetings run aligned with Robert's Rules

**5. Discussion of Vermont's Open Meeting Law**

\* Overview of the open meeting law. Patty and Steffan attended VLCT's Selectboard training on Saturday, March 12<sup>th</sup>. Overview of agenda and agenda creation along with discussion of meeting minutes, posting for Selectboard meetings including emergency and special meetings. Reminder by Amy that we are individuals that come together and speak as one board when decisions are made.

**6. Appointment of Town Officials**

\* Motion made by John for Ty MacWalters to be our Health Officer. Steffan seconded. All in favor.

\* Motion made by John for Shawnee Perry to be our Service Officer. Patty seconded. All in favor.

\* Motion made by John for Al Quesnel to be our Zoning Administrator. Steffan seconded. All in favor.

\* Motion made by John for Bill Whitehair to be on the Planning Commission for a 3 year term. Eric seconded. All in favor.

\* Motion made by John for Alan Quackenbush to be on the Planning Commission for a 3 year term. Patty seconded. All in favor.

\* NOTE: We are still in search of another member of our Planning Commission.

- \* Motion made by John for Brian Fitzgerald to serve on the Central Vermont Planning Commission as Duxbury's representative. Steffan seconded. All in favor.
- \* Motion made by John for Alan Quackenbush to serve as our alternate representative on the Central Vermont Planning Commission. Eric seconded. All in favor.
- \* Motion made by John for Randy Berno to be on the Development and Review Board. Steffan seconded. All in favor.
- \* Motion made by John to pass over the State Policy Advisory Board position. Eric seconded. All in favor.
- \* Motion made by John for Diane Lynch to be our Solid Waste District Representative with Todd Hill as our alternate. Eric seconded. All in favor.
- \* Motion made by John for George Welch, Zeb Towne, and Mo Lavanway to be our Fence Viewers. Patty seconded. All in favor.
- \* Motion made by John for Kyle Guyette to be our Fire Warden with Scott Woodard as our Assistant Fire Warden. Steffan seconded. All in favor.
- \* Motion made by John for Eric Potter to be our Tree Warden. Patty seconded. All in favor.
- \* Motion made by John for Erik Zetterstrom to be our Emergency Management Coordinator. Eric seconded. All in favor.
- \* Motion made by John for Dan Cardozo to be our E-911 Coordinator. Steffan seconded. All in favor.

## **7. Additions/Changes to the agenda**

- \* Designation of papers of record as well as board members for signing duties added to item #8
- \* Housekeeping duties added to item #8 and then moved to item #14
- \* John's list of motions for the Judicial Bureau and the like added to item #8 and then moved to item #14
- \* The 100 on 100 road race paperwork added to item #14
- \* Reminder from the Town Clerk, Maureen Harvey, that dog licenses are due in April and we will need a new fee schedule for next year (2017)

## **8. Assignment of Selectboard members "liaison duties"& Designate Papers of Record**

- \* Motion made by John for Eric to be our Highway Department liaison. Patty seconded. All in favor.

- \* Discussion amongst board members of how to split liaison duties and what the duties are, i.e. being the point person for different town boards and committees.
- \* Motion made by John for Amy to be our Town Clerk, Town Treasurer, Budget Committee, and Auditor liaison. Steffan seconded. All in favor.
- \* Motion made by John for Steffan and Amy to be bill/payroll signers for the board. Eric seconded. All in favor.
- \* Motion made by John for Steffan to be our DRB, Zoning, Planning Commission, and “gravel pit closing” liaison. Amy seconded. All in favor.
- \* Motion made by John for Patty to be our Selectboard Clerk for purposes of audio recording records and archiving along with paperwork management. Steffan seconded. All in favor.
- \* Motion made by John for Patty to be our Emergency Management liaison. Eric seconded. All in favor.
- \* Motion made by John to designate the Waterbury Record and the Times Argus as our newspapers of record. Patty seconded. All in favor.
- \* Motion made by John for Eric to be our facilities liaison. Steffan seconded. All in favor.

## **9. Approval of minutes**

-February 8, 2016 : Motion made by Amy to approve the draft meeting minutes of February 8, 2016, as presented. John seconded. All in favor.

\* There was a quick explanation by John of the process of minute taking and use for minutes.

## **10. Citizens and Visitors to address the Board – no citizens addressed the board**

## **11. Reports**

a) Highway Foreman (Summer project list) – Adam Magee, Road Foreman

- \* Adam noted an employee was injured when helping with taking the wing off the grader. The employee hurt his hand and split his wedding ring in half. All worker's comp paperwork and insurance needs were taken care of. The employee was seen by a physician and is on the job still.
- \* A driver was accused by a citizen of sanding another citizen's personal driveway. On the first occasion, the driver denied the accusation. On the second occasion, Adam drove up to the location and did not see any sanding. On the

third occasion, Adam and Eric Ladensack drove up and took pictures of the site. These pictures were shared with the board. The drive did not sand a personal driveway. There was sand at the end of the driveway where the turn around is for the plow truck, which is expected.

- \* Adam reported on the road conditions. The highway department have scraped back slick material on the roads and over to the side in order to help the roads be less sloppy and to dry the material out. They are working at putting the roads back together between rain storms.
- \* The gravel plan sheet was handed out by John to the board members that show Adam's plan and priorities for the summer, weather permitting.
- \* Ken Sargeant was back on payroll for a few days hauling gravel. The gravel that he hauled is all gone already.
- \* Steffan questioned Adam about pavement at the south end of Crossett Hill Road. There is a discrepancy in whether Duxbury or the State of Vermont owns that paved portion of the road.
- \* Adam requested board involvement with addressing our bridges and asphalt. We are at a place where bridge and asphalt work will need to begin.
- \* Adam shared the district history with the new board members and grant opportunities were discussed.

b) Town Treasurer – Anne Wilson, Town Treasurer

- \* Anne brought up the situation in town where the Town is purchasing culverts for citizens private use. The citizens then pay back the Town. This brought up several questions including:
  - What happens if they do not pay? Answer: They do not get the culvert
  - Who do they write the check to? Answer: The Town of Duxbury
  - How is this recorded since we have no line item for this? Answer: There is no place in our books for this
  - Do people pay sales tax on their culvert? Answer: No
- \* Motion made by John to suspend the Town practice of supplying culverts to citizens through the Town account. Patty seconded. All in favor.
- \* Anne passed out a monthly budget report to the board. Brief discussion of how to read the report along with line item discussion and Capital Reserve discussion.
- \* Motion made by Amy to move \$20,891.50 from the Capital Reserve account to the general fund for the Crossett Hill rebuild project as well as to move \$92,250.00 from the general fund to the Capital Reserve account as directed by the voter's at the 2015 Town Meeting. John seconded. All in favor.

- \* Anne let the board know that Tom Vickery would like to be added to the April agenda.
- \* Anne requested that the Selectboard appoint Erin Campos as the Assistant Town Treasurer. There was a brief discussion of the board letting Anne know that she can do this, but Anne felt that the Board should do the appointing and that it was ok according the Treasurer handbook.
- \* Motion made by Patty to appoint Erin Campos as Assistant Town Treasurer. Seconded by Steffan. All in favor.
- \* Anne let the board know that the line items for the Assistant Town Treasurer and for Town Treasurer training will be over budget due to the transitions taken place to get a treasurer and assistant in those positions.
- \* Anne is having NEMRC come train her at the Town Office this week.
- \* Amy shared with a the board a brief overview of how to read the Treasurer's reports and where to find the information that the board members may be looking for.

c) Emergency Management Committee – Erik Zetterstom, Emergency Management Coordinator

- \* LEOP is due by May 1<sup>st</sup>. This will first go to the board for approval and signatures.
- \* VT-Alert information given to new board members and discussion of how to receive alerts and what type
- \* ICS 100 and ICS 402 are being offered. ICS 100 is online while ICS 402 is an in person class. Either class is recommended for all selectboard members. Amy, John and Steffan have completed ICS 100.
- \* Mutual aide agreements will need to be revisited and signed by the board. Erik will bring these to the board.
- \* Multi-town facilitated discussion to be held on May 4, 2016, at 6 pm at the Waterbury State Office Complex. This will be a series of emergency scenarios and how to respond to them.
- \* April 22, 2016, at CBMS – The Vermont Department of Healthy will be conducting an exercise of how to distribute mass medications and/or immunizations if an epidemic should occur – this is only a test.
- \* There still are hazard mitigation grant monies available from the July 9, 2015, incident that mostly occurred in Chittenden County. This is not for private

property. Money is there for municipalities to use for tasks like ditching, culverts, and the like

d) Planning Commission – Alan Quackenbush

- \* Alan shared that during this upcoming year, the task at hand for the Planning Commission is to make sure that the Town's Zoning regulations match the Town Plan. The Planning Commission has a grant to fund someone to do this task. The Planning Commission will work with Anne (our Treasurer) in order to make sure the bookkeeping end of things is correct.
- \* Alan let the board know that the Planning Commission will be having Town input meetings with dealing with zoning and the Town Plan. The PC will also be looking into the future of the gravel pit after that is closed for good.
- \* The Mad River Task Force continues to have Alan and John Murphy as Duxbury representatives. They continue to work with flood resilience and storm water flow and watersheds.
- \* The work with acquiring the Town Forest has been sent to the Senate Committee in Montpelier and will go to the full Senate and then to the House.

**12. *New Business***

a) Late property tax payments

- \* John reported that some citizens were surprised by the second tax payment that was due on February 26, 2016. These citizens are being charged a penalty as decided by the voters at Town Meeting in March 2015.
- \* John researched if the board could assist these citizens. As a Selectboard, the board can not do anything on its own.
- \* John handed out an information sheet regarding the Abatement law.
- \* Citizens will have to apply to the Board of Abatement in Duxbury for a hearing. The Board of Abatement is made up of the Board of Civil Authority, the Listers, and the Town Treasurer.
- \* John shared information with one concerned citizen regarding this matter.

**13. *Old Business***

a) Garage domestic hot water supply

- \* John shared with the board that the Town garage still has no hot water. Eric and Daniel Izor will meet in the garage to see what next steps need to be taken to resolve this.

b) VLCT PACIF inquiry update

- \* John asked the Town's insurance agent for information to provide to VLCT for a quote. Still working on this.

c) Gravel Pit (Discharge Monitoring Report Form)77

- \* Background information was shared about our gravel pit and where it stands now. John will get in touch with Steffan regarding the pit. Steffan was also advised to contact Mo Lavanway for guidance in this area.

d) Engineering grants for watershed management & erosion control

- \* Brief discussion on engineering grants available. Steffan and Patty shared information that they have from their VLCT training day. Amy and Maureen Harvey shared what they know about engineer work that has already been done. Adam shared background and information on specific sites and monies that could be available.
- \* Amy is to email John Doug Newton's engineering reports again for Atwood Road and Scrabble Hill / Mountainview Area.

**14. *Other Business / Housekeeping***

a) Sign bills - done

b) Liquor License Renewal – Duxbury Country Store

- \* Motion made by John to approve the liquor license application by Duxbury Country Store. Patty seconded. All in favor.

c) 100 on 100 Race

- \* Motion made by Amy to allow 100 on 100 road race to occur in Duxbury this summer. Steffan seconded. All in favor. John signed form.

c) Other

- \* Agency of Natural Resources sent Duxbury a letter stating that we are out of compliance for our waste disposal ordinance. This ordinance was approved, signed and filed already by the previous Selectboard. John will be taking this up with Diane or Todd who are our solid waste district reps.

- \* John makes the following motion:

That the Pursuant to Title 20 of the V.S.A., Ch. 193, "Domestic Pets or Wolf-Hybrid Control", section 3546, the Town Dog Catcher shall be the municipal official designated by the Selectboard as being the individual charged with investigating complaints involving domestic pet or wolf-hybrid control.

That the Town Dog Catcher be appointed as the Town Official to issue complaints for violations of the Town Dog Control Ordinance and that the Vermont Judicial Bureau be informed of the official's name.

That the Town Dog Catcher be appointed as the Enforcement Officer for matters related to the Town's Dog and Wolf-Hybrid Ordinance

That the Town Zoning Administrator be appointed as the Town Official to issue complaints for violations of the Town's Zoning Ordinance and that the Vermont Judicial Bureau be informed of the official's name.

That the Town Heath Officer be appointed as the Town Official to issue complaints for violations of the Town's Heath Ordinance and that the Vermont Judicial Bureau be informed of the official's name.

That the Vermont Judicial Bureau be informed that the Chair of the Duxbury Select-board is the individual designated as the Custodian of the Town's Complaint Books.

That the Vermont Judicial Bureau be informed that the Chair of the Duxbury Select-board has been designated as the Appearing Official who will represent the Town in the Judicial Bureau when municipal complaints are heard.

\* Patty seconded. All in favor.

#### **15. *Executive Session – Attorney Communication***

\* A motion made by John to go into executive session concerning Attorney Communication. Seconded by Patty. All in favor. 8:58 pm.

\* A motion made by Steffan to come out of executive session at 9:29 pm. Patty seconded. All in favor.

\* A motion made by Amy to adjourn the meeting at 9:30 pm. Steffan seconded. All in favor.