

Duxbury Selectboard Agenda

May 9, 2016

Attendees: Adam Magee, Justin Blackman, Becky Blackman, Kelly Well, Ed Pierce(VTrans), Francine Perkins(PIO), Tom Mancini(VTrans), Jeff Poitras, Maureen Harvey, Ted Carminati, Susie Carminati, Scott Bascom, Eric Zetterstrom, Lars Dickson, Steve Gladezuk, Leesa Stewart(CVSWMD), Joyce Manchester, Anne Wilson, Gloria Rapalee, Bill Morse, Jacqui LeBlanc(VTrans)

Select Board Members: John Murphy, Patty Delaney, Steffan Defeo, Eric Ladensack

1) Call to Order by John Murphy at 6:03pm

2) Introduction of Select board members--sign in sheet for citizens/guests

3) Additions/Changes to the agenda

None

4) Citizens and Visitors to address the Board

i. AOT Explains the design and overall plans for the culvert replacement on RT100;

Presentation was done by Kristen Higgins Project Manager and her team. Answered citizen's questions. Please refer to audio for complete briefing

ii. Leesa Stewart, General Manager, CVSWMD

Leesa Stewart, General Manager Central Vermont Waste Management District (CVSWMD). Provide an overview of the services and cost of CVSWMD. She also answered select board and citizen questions. Please refer to audio for complete briefing

Steffan asked the board what the next step would be on becoming a member of the Central Vermont Waste Management District. There was some discussion of how to pay the current MMRA alliance payment. Lars asked the board for clarity on what is needed from the Alliance that they will accept the payment that is given as a proration of a full fee; then a special select board meeting vote to join CVSWMD could be done.

Motion made by Eric that the board give the select board chair permission to call a special Town Meeting to discuss waste alliance and the possibility of changing to the CVSWMD, seconded by Steffan, all in favor.

Recess called by Select board Chair John Murphy at 6:53pm in order to give

AOT an opportunity to remove their presentation equipment without disturbing the meeting.

Meeting resumed by Select board chair John Murphy at 6:59pm

5)Approval of minutes

Motion made by Patty Delaney to move Meeting Minutes approval after old business seconded by Steffan Defeo, All in favor.

i. April 11, 2016

Patty noted 1 correction on page 2 treasurer its says delinquent bill for a former town official was discussed...when actually the name of the official was mentioned so it should read a delinquent bill of Ken Scott a former town official was discussed.

Motion made by Steffan to change to the April 11th minutes to add the name Ken Scott to that line. Seconded by Eric all in favor

ii. April 25, 2016

No changes

Motion made by Steffan to accept the April 25th meeting minutes as wrote, seconded by Eric, all in favor

iii. April 26, 2016

No changes

Motion made by Patty to accept the draft of the April 26th Special Select Board Meeting seconded by Steffan, all in favor

iv. May 2, 2016

No changes

Motion made by Steffan the accept the May 2nd draft minutes as wrote, seconded by Eric, all in favor

v. May 4, 2016

No changes

Motion made by Patty that we accept the draft minutes of the Special Select Board

Meeting on May 4th as written, seconded by Steffan , all in favor

6) Reports

Highway Foreman Adam Magee Road Foreman

Adam informed the board that street signs have been ripped out in the Downsville road and River Road area. Not stolen, but ripped out and vandalized. Adam will place a Stop Sign Ahead Sign on the other side of the Winooski Street Bridge to warn drivers. Adam will coordinate with the town of Waterbury and inform the board the signs will be the Town of Duxbury's responsibility. Lars expressed a desire to have signs on both side of the intersection, one on the east side and one on the west side of the Winooski Street Bridge. Adam anticipates River Road to be used highly during the Waterbury Main Street road construction.

The grader has been shipped for repair Adam has had a phone conversation with who is repairing the grader it will be completed Tuesday, May 17th.

Adam and the select board chair John suggested a 2 year bid for Sand this year. Steffan asked if the pricing of sand was so tumultuous that a 2 year bid would be needed. Adam expressed no. Lars asked the board what would be the advantage to a 2 year bid. John said the advantage would be we would know our budget line for 2 years. Eric expressed if sand prices were to increase we would have a 2 year fixed cost Steffan expressed that cost could go either way, it was a gamble. John thinks it's important to get the winter sand situation squared away for this year. He also has had a person, Steve Wilder; express an interest in being the sole bidder. John so no justification in doing so. Steffan felt that bidding is the fairest way to remove conflict, and favoritism. Steffan asked isn't it required to bid with public money? Adam claimed Waterbury does not bid their sand and gravel Adam says he sees problems with that.

Motion made by Patty to put the sand needed by Duxbury out to bid for 2 years hauling 4,000 yards per year, seconded by Steffan, all in favor.

The Town pickup emission warranty was extended to 2024 or 100,000 miles whichever comes first.

Patty asked Adam about the highway plan due to a concerned citizen's request. Patty asked if the plan is available to look at. Adam is getting the gravel in and what is being seen on River Road is cutting shoulders off and he wanted to clear up what he is doing on River Road. Adam made it clear he is not adding top soil to River Road he is trying to cut the shoulders off so the water has some place to go. He believes it makes no sense to add gravel to a road if the water has no place to go

because it would just create pools. The process of what he is doing on River Road is to cut the shoulders as far back as he can within the town's right of way, he is not trying to widen the road or take people's property away. He is trying to coordinate the use of town trucks to accommodate this work and only focus on the bad portions of River Road.

b) Town Treasurer

i. Sand and Gravel Fund Transfer - signatures needed

16k Transferred into the sand and gravel account. Anne has found a form previously and will use that for future board signatures.

ii. Payroll changes for 2017 fiscal year - signatures needed

Anne will need to make payroll changes for the FY2017 budget and asked the boards permission

iii. In which year to pay the loan payment that is due 7/15/2016?

Anne omitted this.

iv. *Payroll Services - Discussion and paperwork required.

Received 2 quotes for payroll services: Paydata and ADP. Anne discussed the benefits of using a payroll service. John suggested looking into the affordability for the June meeting for a possible vote.

Anne suggested taking the cost of payroll services from the treasurer's salary. Lars asked if the treasurer's line item is a discretionary line item for the treasurer. Lars used an example of a sub contractor the treasurer could sub out their salary to use a payroll service. Only if the treasurer's line item is discretionary. John wants to explore options and not ready for a vote.

v. *Plan Document for Health and Dental payroll deductions

Town employees are paying for their health benefits using post tax dollars instead of pre tax dollars. A cafeteria plan document would need to be drafted for the town to change employee's health benefits to be changed to pre tax dollars; 2 quotes were received Future Planning Services for \$375 onetime cost and the other quote was for \$275 a year. Going to a cafeteria plan would save the town \$600 per year and the employees 1,700 per year, total for all employees. Payroll has been done in Duxbury historically using post tax dollars instead of pretax dollars. Employees will have a choice.

Approved

Motion made by Steffan to accept the cafeteria plan document summary submitted by the town treasurer and accept the future planning services quote of \$375 and work to make it effective by July 1st. seconded by Eric, all in favor

John had some questions concerning budget line items:

1-7-115 Culvert as to why we are over budget by \$400 Anne will do a detailed report and email to John

Engineering over by \$200, Anne will review

The 2008 Tandem over \$2900, Adam explained it was the unexpected cost to repair the brake system when the tandem was under repair for the exhaust system. Adam also explained the 2008 Tandem is out of warranty.

1-7-124 2015 Tandem 158K Anne explained the town uses accrual method of accounting you show the full amount of the expense and the full amount of revenue so it would wash each other out no budget impact. There was some discussion on the budget process please refer to the audio file.

Legal services over by \$1200, there has been quite a bit of legal services this FY.

Central Vermont Regional Planning over budget by almost \$200. Anne will review.

c) Emergency Management Committee

Select board chair thank the members of the Emergency Management Committee for their work preparing for last week's emergency management seminar

Erik wants to discuss at the next Emergency Management Committee Meeting the notification procedures using Vermont Alert System for notifiers. He would like to create a process.

d) Planning Commission

No attendees

7) New Business

i. Winooski Street/River Road Stop Sign

See Road Forman Report

iii. Alternatives to our current arrangement with MRRMA

See Leesa Stewart report

8) Old Business

i. Gravel Pit update

Steffan provided a an update after meeting with Mo Lavanaway previous select board member heavily involved with the Duxbury gravel pit closure. He provided the plans that were done and as well as some back ground on the gravel pit closing. To close it out we would need to seed and mulch. After seeding and mulching the voters will have to decide what to do with the gravel pit involving the planning commission. Steffan's concern is to the neighbors of the gravel pit. We should seed and mulch as soon as possible to prevent dust blowing. Also moving the chloride tank as aesthetically it is unacceptable. Steffan suggested short term plan seeding and mulching and then get with the state to close the Act 250 permit. Long term plan is for the voters to decide what should be done with the town gravel pit once the act 250 permit is closed. Steffan asked if the town road crew could seed and mulch or if it should go out to bid based on the road crews work load with summer projects. Any monies used would come out of the sand and gravel escrow account.

Steffan will prepare a seeding and mulch bid and will publish that.

ii. NECRR's planned use of pesticides along its right of way.

Lars asked the board to clarify whether the railroad is using an herbicide or pesticide as what is published in the agenda. It was determined the rail road will be using an herbicide not a pesticide.

Per the last select board meeting Patty drafted a letter to file a possible complaint. There is a public meeting reviewing the permits for the rail road spraying herbicide which Patty posted on front porch forum.

Ed Brennan approached the board with concerns about the rail road spraying herbicide. John asked the town health officer to look into this complaint. The State Health Department replied back that the town has no say in the process but if the town wishes it could file a complaint. The complaint would be submitted to the Department of Natural Resources. The complete letter and opinion of the town health officer can be heard in the audio file.

Ed was emailed by Patty and informed about the public meeting date. Ed has let Patty know that he been in contact with the state and was somewhat satisfied with the information the state was providing him in regards to this herbicide used.

The board decided not to make a motion to file the complaint and to drop the issue.

Approved

So no motion was necessary.

Jeff Poitras asked the board about the Cubit's property and the day care use. Eric asked if there was a permanent structure there and there is not. Kids basically play there, then leave. Jeff mentioned there is a tree and branches keep falling off. The board chair determined there was nothing the board needed to do. The Cubit property was reclaimed as a result of flooding the town has purchased the property by using a FEMA Flood Mitigation Grant. There is a feeling that there is no need to do anything regarding Jeff's concern about the property being used by the day care center.

Motion made by John to adjourn at 8:57 PM, seconded by Eric all were in favor.
Respectfully submitted,

Steffan Defeo