

**MINUTES OF THE DUXBURY SELECTBOARD MEETING HELD ON
June 8, 2015
APPROVED**

PRESENT: Marty Wells, Maureen Harvey, Amy Scharf, John Murphy, Betty Gibbs, Sr., Brian Fitzgerald, Beth Wilbur, Adam Magee, Jeff Poitras, Gary Winnie, Lars Dickson, Rebecca Mead, Phyllis Arsenault-Berry, Ann Smith, Jessica Louisos

Called to Order by Chair Amy Scharf at 6:00 PM and selectboard members introduced.

Additions/Changes to the agenda

Sand bid added to the agenda to new Business.
Brian Fitzgerald's name added to the Planning Commission.
Executive session to discuss a recent personnel incident.

Approval of Minutes

5/11

-explanation of guard rail reference given
-spelling errors corrected

Maureen made a motion to accept the corrected version, John seconded, all were in favor.

5/27

Maureen made a motion to accept the 5/27/minutes as presented, John seconded, all were in favor.

6/3

Marty made a motion to accept the minutes as presented, John seconded, all were in favor.

Citizen & Visitors to address the board

Jeff Poitras

-On going issue with his ditch filling with gravel and it needing to be dug out. He has brought the issue up in the past and it still remains unresolved. Adam to clean out the ditch as the equipment returns from North Duxbury.

- Day care operators using the Cubit property on a daily basis, gym sets etc., need to be properly insured.

June 8, 2015

Page 2

Reports

Highway Foreman

-Shoulder grading is set to begin and Adam expects some people will think that they are widening the roads. He wanted citizen to know that's not the case, they are only reclaiming gravel from the ditches.

-April bridge accident update

The insurance claim is still open and will be until the temporary bridge is returned to the State. The plow and plow frame has been settled, less the \$1,000 deductible, which will come out of the budget that begins in July. Hobert (Hobie) Gates, Special Project Supervisor with VTrans (hobert.gates@state.vt.us, 802-527-5448), needs to be on site when the contractor disassembles the temporary bridge.

-Up coming River Road closure discussed

Proper signage to announce the closure of the road and the limited suspension of the Town's parking ordinance during the closure was decided upon as was alerting the standard media outlets.

-Hayes Culvert update

Ann Smith, from Friends of the Winooski (FTW), would like the Town to put out the bid for the project. From her experience, a Town RFP generates more interest than one coming from her organization. Although the funding for the project has yet to be fully assembled, Ann believes that fact doesn't present any liability for the Town if the boards decides to have the bid come from the Town. John made a motion to have the Town generate the bid request and after discussion then withdrew his Motion when questions of Town liability arose. Maureen made a motion to have our Town attorney review the bid proposal. John seconded and all were in favor.

Town Treasurer

-Amy and Beth have met in an ongoing effort to wrap up FY2014. We are waiting for Bonnie's return from vacation to have some final, hopefully, questions answered.

Emergency Management Committee

-Graham will trim the branches believed to be the problem with the repeater, if not further diagnostic work will take place.

-Lars is scheduled to attend a planning meeting for a state wide EM drill that is schedule to take place next Summer. He will help evaluate if participation in the drill is appropriate for Duxbury.

-Amy will be out of state for most of July. She will make sure that any emergency messages coming to her home will be forwarded to the appropriate parties.

June 8, 2015

Page 3

Planning Commission

-Brian updated the board on the proposed land acquisition that would become the "Town Forrest". John volunteered to join the PC, as the liaison from the Board, in the crafting of a Memo of Understanding (MOU) regarding the use of the Town Forrest.

-Dowsville Headwaters Property

Site visit to take place on Thursday, June 11 which will include representative from Forrest & Parks to go over some of the Town concerns regarding traffic and parking. Currently making the Town parking ordinance stick is problematic. It has been difficult to find a towing company that will tow cars at the Town's request.

Transition Committee

-Atwood Culvert

Beaver Dam presents a quandary.

New Business

Town Office & Town Garage Hot Water

-Bid received from Bourne's to replace the Town Office's broken hot water heater with a new 10 gal one. Bid was thought to be too high at \$1,171. Marty volunteered to ask for at least two more bids. Town Garage is without hot water until a new part, recently installed, is programed. Maureen will contact Dick Charland who will program the unit.

Cemetery Commission

-State Statute seems to indicate that elected Commissions are in charge of their own funds, (\$2,700) which, once given, are out of the Boards purview. This would mean the Boards decision to have all invoices go through the Town Treasurer's Office needs to be revamped to be in compliance with Statute.

-In the past those who have taken care of the cemetery grounds have been paid without assurances that the person has liability insurance nor has the appropriate forms been issued for State & Federal Tax purposes. It also appears that the Commission has not been following Vermont's Open Meeting Law in that it's meetings have not been warned and it has not been publishing/distributing the minutes of its meetings according to the time line contained in the Open Meeting Law. Maureen made a motion to release to the Cemetery Commission the line item funds that have been assigned to it and that the Commission be requested to follow all open meeting laws and the appropriate tax reporting laws. John seconded the motion and all were in favor.

Fire Warden Update

-The position of Fire Warden is not currently filled. Scott Woodard has agreed to fill-in in his capacity as Assistant Fire Warden until such time that the Town secures a full time Fire Warden.

Class IV Road Policy Review

Much discussion. Plan is for the Selectboard to take up the issue of reviewing and rewriting portions of the policy at a future meeting, yet to be determined, but soon, as there are re-classification requests pending.

Zoning Issues

-Ward Hill.

Wires continue to be run in manners that violate zoning regulations including the running of wires through a Town culvert. The property owners who sit between the Halpins and the Bey-erle, the Peddingtons, have been contacted by Zoning Administrator, Al Quesenel, and he awaits their reply to see if permission had been granted for the Halpins to run wire(s) across their property. Regardless of their response Al will be asked to send a letter demanding that the zoning regulations be followed.

-Turner Hill

A concern was raised that Don Terry's property may be in violation laws governing junk taking and collecting. The Board is unsure if Mr. Terry's property represents a violation of junk taking and collecting statues. Additionally, Mr. Terry has a water line(s) running through the Town culvert. He won't allow the foreman to remove it. Mr. Terry refuses to discuss it and has ordered the foreman off his property. He also has a water line(s) running through the ditch making it hard clean the ditch. Al will draft a letter from Al & the Board putting Mr. Terry on notice that he needs to remove the water line(s) from the Town culvert and from the drainage ditch immediately or they will be removed by the Town.

Atwood Road

-Parking violations being monitored.

Town Office Chimney

-chimney is in disrepair and is in need of immediate attention. Marty will solicited quotes to fix the chimney.

Sand Bid

-one bid was received and was spoiled due to the fact that they quoted a figure based upon tons not the requested cost per yard, not meeting the bid requirement. Adam will reissue the bid.

June 8, 2015
Page 5

Personnel Policy Update

Follow up on their offer to help finalize the personnel policy manual. They are waiting to hear back on their offer. The Board needs to determine how to handle the awarding of employee sick leave.

Board Clerk Opening

No news

Town Clerk Health Insurance Discrepancy

Nothing new on the issue from the States Attorney.

Amy said that the Valley Reporter did not choose to include any statements or information that she provided to the reporter who interviewed her for the article.

Motion made by John to go into executive session at 9:23PM to discuss an incident that took place in the Town garage. Motion seconded by Betty, all in favor.

Motion made to come out of executive session by Amy at 10:00PM. Motion seconded by John with all in favor.

Motion made by Maureen to have John investigate a reported employee issue and report back to the Board. Marty seconded and all were in favor.

Maureen made a motion to adjourn at 10:00PM, John seconded and all were in favor.

Respectfully submitted,

John B. Murphy, Selectperson