

## **Duxbury Selectboard Meeting Minutes – July 11, 2016**

Attendees: Maureen Harvey (Town Clerk), Adam Magee (Road Foreman), Anne Wilson (Town Treasurer), Lars Dickson, Shannon Murphy, Scott Stockwell, Brian Fitzgerald, Jeff Poitras, JoAnn Berno, Randy Berno, Dexter Lafavour, Al Quesnel, Diane Sheridan, Amy Scharf\*, John Murphy\*, Patty Delaney\*, Eric Ladensack\*, and Steffan Defeo\* (\* - Selectboard Member)

***Please refer to the full audio recording of this meeting found on our website.***

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

**2. *Introduction of Selectboard members***

**3. *Additions/Changes to the Agenda:***

\* John suggested to move up Scott's septic pipe agenda item and the alleged zoning violation involving the Bernos up in the agenda. Dexter Lafavour nor Al Quesnel present at this time so board decided to wait for them.

**4. *Citizens/Visitors to address the board:***

\* No citizens nor visitors present to address the board.

**5. *Approval of Minutes:***

\* June 20, 2016 minutes – only change no “k” at the end of Eric's last name. No other edits. Amy motions to approve the June 20<sup>th</sup> minutes with Eric's name corrected. Patty seconds. All in favor.

\* June 13, 2016 minutes – not available at meeting so approval tabled until next meeting.

**6. *New Business (Dexter Lafavour enters meeting) – Scott Stockwell septic pipe agenda item.***

\* Eric Ladensack recuses himself from any decisions to be made since professionally involved in Scott's project. To begin, Scott and Dexter (senior project manager for Horizons Engineering) let the Board know that the State is ok with the proposed plan as long as the Town is. Overall discussion of project – Scott is wishing to put a septic pipe under Mountainview Road from his future residence to his future septic field. This is a practice that exists in the Town now. The Board asked Adam his opinion as foreman and responsible for the roads. Adam expressed his concerns regarding any digging in the fall and that the road would not have enough time to settle and compress before frost and winter time. This could cause issues with road damage or plowing damage. Dexter agreed and felt that two months was needed to have the road be ready for winter after the dig. Discussion continued regarding who would be responsible for damage if ensued and how the project is actually being done. Adam recommended that the

project be done by September 1<sup>st</sup> of this year. Discussion continues and it is recommended that if the project is not done by then, then it waits until next spring.

John makes the motion to approve the septic pipe going under Mountainview as long as finished before September 1, 2016. If not finished, then project is approved to take place between June 1, 2017, and September 1, 2017. Patty seconds. John, Amy, Patty and Steffan all approve. Eric recuses himself.

Amy will email a copy of the minutes to Dexter for him to share with the State.

## **7. Old Business**

\* Shane and Cathy Fisk had previously sent a letter via their lawyer to the Board regarding zoning concerns on JoAnn and Randy Berno's property. Currently, there are two travel trailers set up on a parcel of their land. A small right of way is being used to access this land – this right of way was stated to be 12 ft and then 20 ft.

The Fisk's letter indicated that they felt that this was against the Town's zoning regulations and that the residents were not permitted.

The Bernos discussed their view of the situation and also that they have been to court already for this situation.

Discussions ensued for more details at which point Al Quesnel entered the meeting and share photos as well as zoning regulations and definitions.

There is a 50ft right of way in progress to the Berno's lots.

After a lengthy discussion, it was concluded that a seasonal permit would be appropriate as long as any E-911 needs were met. Randy Berno stated that he has no problem getting a permit started for the residents. John will contact Dan Cardozo (our E-911 coordinator) and will communicate results to Al.

## **8. Reports**

### **HIGHWAY FOREMAN – Adam**

\* Adam reported that there is still a personal water pipe along the south end of Turner Hill that will be in the way of ditching and that goes through a town culvert. After discussion and clarification, Al will be sending out another letter to this property owner requiring them to remove these pipes. John will be cc'd on this letter as well.

The road crew finished the Crossett Hill job. Discussion continued on how much water was found and diverted under that section of road.

The 2009 truck needs about \$1200 of work once again.

Ken Sargeant has started his seasonal job once again with the Town and his hauling gravel for upcoming projects. Adam continued that the roads that the crew will be going to will start with Turner – Ward – Dowsville – Richardson. Graveling and ditching will be the plan.

Adam has met with the State and is working on a current culvert survey. The State road rep and Adam have noticed that about 40% of the culverts that they inspected that we put in due to Irene are failing and/or collapsing.

Adam met with the Central Vermont Regional Planning Commission along with John. Adam has a meeting next week for erosion control planning along with the culvert survey (due to Act). They will prioritize projects once survey is complete and will then look for grant money as well.

Brian has a broken ankle (not broken while on the job). Adam is assigning Brian jobs and tasks that can accommodate his ankle needs.

VLCT will come to Adam and the garage for their inspection this week.

Jeff Poitras asked if the lines on Main Street will be painted. Adam explained that this is under the State's jurisdiction. Adam will contact the State to see what their plan is.

### ***TOWN TREASURER - Anne***

\* Review of reports shared and end of June 2016 report included.

Discussion of when to set the tax rate ensued. Anne let the Board know that, Maureen and Tom Vickery have a meeting with NEMRC on August 11, 2016, to take the working Grand List and "freeze" the list for tax rate and budgeting purposes.

Anne recommended that the tax rate be set by August 15, 2016. This will allow the bills to be printed and received within the necessary 30 day need. The Board agreed to an August 3, 2016, meeting to set the tax rate and review the audit (between the Selectboard meeting and these minutes, the Board has been informed that the Batchelder audit will not be finalized until closer to September). The Budget Committee will also be contacted and invited to this meeting.

Anne reviewed the possibility of having citizens be able to pay their town taxes via ACH debit. A notice will be included in the tax bills.

Anne presented John with the required form from the State Auditor. This form will be included in the minutes binder.

Anne presented the final copy of the Treasure's Procedures to the Board for signature. These procedures were approved in June by the Board. The authorization to transfer money from the Capital Reserve account as voted for by the townspeople at our Town Meeting was presented for Board signature. Payroll and accounts payables both were left for Board signature.

### ***EMERGENCY MANAGEMENT COMMITTEE - Lars***

\* Lars shared the VT Alert notifications and test protocol. There is a test for Duxbury scheduled to occur on July 29, 2016. This test will be shared among those all the notifiers and subscribers. A reminder was discussed to say the town that you live in when calling emergency services since many road names are shared among towns.

### ***Planning Commission - Brian***

\* The zoning regulations will be rewritten to become more user friendly and consistent to the Town Plan. August 11, 2016, at 6:30 pm there will be a meeting with the Planning Commission, Zoning Board, and Selectboard members dealing with the zoning regulations rewrite.

***There is a State Grant for the zoning regulation rewrite.*** A new Board member needs to do this since Maureen is no longer on the Board. Patty moves that the Selectboard of Duxbury, Vermont, adopt a resolution for FY 2016 Municipal Planning Grants naming Amy and Steffan as authorizing officials. John seconds. All in favor.

## **9. New Business - continued**

\* Maureen let the board know that Deb Sweetser has plans to relocate and will be done being our Assistant Town Clerk in the October time period. There are no funds allocated for a new assistant to be trained. There is money in the Town Office budget that can be reallocated for this purpose if need be.

Maureen let the board know that there are five Civil War grave markers in the town vault. John moves to offer the five markers to the Duxbury Historical Society for education and preservation purposes. This was tabled until later by Steffan since he has a related topic to report on.

Patty asked Maureen if there was funds in the Town Office budget for buying a flash drive to help archive the Selectboard meetings that are recorded. Maureen said that the office could buy one.

## **10. Old Business - continued**

### **WWII MEMORIAL UPDATE – Steffan**

\* Tom Cahalan met with Steffan and they feel that the memorial should be moved. Steffan has been in contact with a granite worker to help get an idea of what needs to be done for a base. Tom and Steffan recommend that the Town move the memorial to possibly a cemetery where a flag pole already exists. Steffan spoke to the American Legion and there are funds available for monuments through the Legion that we may have access to for this project. If moved, the Town will need to conduct a memorial ceremony.

A brief discussion of the Civil War grave markers came up again. Members of the board and public felt that the markers would be stolen if kept out in a public space.

John moved once again to have the markers given to the Duxbury Historical Society for education and preservation purposes. Steffan seconds. All approve.

### **GRAVEL PIT – Steffan**

\* Susan Baird contacted Adam to see what the update is. Adam assured her that the Town is closing the pit and is not digging gravel in it. Susan will be calling back in about a month. Steffan will contact Susan to get on the same page and understand her requirements for the pit. Patty would like to contact SunCommon for a possible solar opportunity. There was no objection to this inquiry.

### **TOWN TURN AROUND AGREEMENT UPDATE – John**

\* VLCT could not help with this issue. Maureen suggested to see what Ryan Road has done regarding their turnaround. Amy will email Ben McKinney for an update on Ryan Road and see if they have an example of a turn around agreement.

## **11. Patty moves to adjourn the meeting at 8:41 pm. Eric seconds. All in favor. Minutes submitted by Amy Scharf**