

- DRAFT -

Duxbury Selectboard Meeting Minutes for August 8, 2016

Attendees:

Selectboard : John Murphy (Chair), Amy Scharf, Patty Delaney, Steffan Defeo, Eric Ladensac

Public: Erik Zetterstrom (Emergency Management Director), Jeff Poitras, Adam Magee (Road Foreman), Anne Wilson (Treasurer)

Please refer to the full audio recording of this meeting found on our website: duxburyvermont.org

1. Call to order at 6:00 P.M. by John Murphy

2. Introduction of Selectboard members

3. Additions / Changes to the Agenda

New Business additions:

- Forkey Property
- Town Forest
- Cubit Property
- SB Meeting Minutes Retention

Old Business additions:

- Devlin Road Overview

Highway Department additions:

- Connelly Road
- Ward Hill / Dowsville Overview

Emergency Management additions:

- Flagging Class

4. Citizens/Visitors to address the Board:

Jeff Poitras pointed out that the Town Clerk's "OPEN" sign is not visible from the road, so that a person must drive in to see the sign. Discussion followed about whether this a problem and no action was taken. The public can make further comments to the town about this.

5. Approval of Minutes from August 3, 2016:

The minutes were unavailable for approval

6.Reports:

Highway : Adam Magee, Road Foreman

*Road and culvert survey complete

Adam noted that the surveys do not include private or class 4 roads

A 5 year plan will be developed to comply with Act 64 by the end of September 2016 and will be registered with the state so the plan will be available to the public

*Adam met with Tony Connolly about improving Connolly Road from 4B to 4A status. Mrs.Connolly states that the town promised to maintain this as a town road when she and her husband built their house. She claims there is a record in meeting minutes.

Currently Duxbury Town doesn't maintain class 4 roads unless certain road standards are met by the residents.

John Murphy will correspond with Mrs. Connolly about what must be done to upgrade to a 4A road.

*Turner Hill is completed. There are on going issues with Donald Terry having a pipe running through a road culvert and road ditch, and his construction of berms in the road. Further research by the Board will be pursued to resolve this matter.

* Ward Hill Road has ditching with stone lining, work on the shoulder , guardrail berms and adding gravel to the road to be completed by next week

*Dowsville Road will be ditched and graveled .The road that is a connector will be done by the end of the year

* Mower will be here August 15th

*Crossett Hill needs gravel. Open banks may need guardrails or Jersey Barriers. Estimates are needed.

* Amy Scharf reported that she and Adam received emails about the following: Mr. Paterson on Ward Hill had a phone line in a to culvert which he has removed and is waiting for guidance from the state on running the line buried under the road. There seems to be some discord with neighbors about this. No action is needed by the Board.

* Logging trucks are damaging South Crossett Brook Road. After discussion the Selectboard took the following action:

Steffan Defeo made a

MOTION: No logging or chip trailer trucks allowed on South Crossett Hill Road from Rt.100 to Birch St.

Eric Ladensac seconded

All in favor

Treasurer : Anne Wilson

Selectboard signatures required for:

* Two late Current Use Admissions

* Adoption of the Cafeteria Insurance Plan in the Town Personnel Policy

*Anne is working with Merchant's Bank on creating a perpetual contract for citizens who wish to pay for taxes by credit card automatically. Notices will be mailed with the tax bills with information about this.

*Tax bills will be mailed August 17, 2016, hours that the Town office will be open and information on Central Vermont Solid Waste will be included with the bills.

*Payroll and Accounts Payable were submitted to the board for signatures

Emergency Management : Erik Zetterstrom

*VTAAlert test was very positive, showing many Duxbury residents have joined the VTAAlert system. There was a failure in connecting with 911 land line numbers, which is being investigated. There will be a retest in September 2016.

* August 29th at 6 P.M. at the Duxbury Municipality Meeting Room there will be a refresher class for notifiers of VTAAlert.

*Zone Captains, the constable and volunteers have been invited to a Certified Flagger Course Thursday August 11 at the town garage.

*MOU's with Waterbury and Moretown will be reviewed in September 2016

*Erik learned at the local Emergency Planning Meeting that the mosquitoes that carry the Zika virus aren't found in Vermont

*Bob Adams from Ward Hill inquired about a possible FEMA claim from an erosion problem from drainage

*Working on bids for communication radios

Planning Commission :

*John Murphy, Steffan Defeo and Eric Ladensac will be attending the August 11, 2016 zoning ordinance meeting. A warning will be posted.

*Steffan is now registered with the state as a grant authorizer

7. New Business

Patty Delaney & Steffan Defeo:

*Minutes Retention and Storage:

There isn't a good system of replacing Draft Meeting Minutes with Final Meeting Minutes. Many copies in the folder at the Town Office are Draft copies. The labeling of digital copies is different with each minute taker and Lars, our website manager, has requested we follow suggested format (SOP) that he will share.

John Murphy:

*A waste district representative needs to be appointed to attend the September Central Vermont Solid Waste Board meeting. Todd Hill will be invited to continue to be the representative. Steffan Defeo volunteered to be the alternate and will become the primary rep. if no appointment is accepted. Patty will call Todd.

*Fema is having a community visit in Warren August 11, 2016. No board member is able to attend.

*The town needs to advertise to solicit members for the Town Forest Committee and the Town Gravel Pit Committee. Printed information to be posted and handed out and digital solicitations on the Town Website, Front Porch Forum and other Duxbury community webpages are suggested.

*Jeff Poitras has expressed concern about potential liability problems with the Cubit property with regard to the day care business next to it. The Fema description of proper uses of the property includes use as a "park", so no board action is taken. John suggested that the property boundaries be marked.

*Amy suggests giving up the Cubit property so the town doesn't have to maintain it. There is discussion about the possibilities for the property. Fema has guidelines that we must follow.

*Jeff Poitras says the State has dictated that the Waterbury Municipal water line ending at the Cubit property must be removed.

After discussion the Selectboard took the following action:

Eric Ladensac made a

MOTION: To discontinue the domestic water supply on the Cubit property

Patty Delaney seconded

All in favor

This action gives the Duxbury-Moretown fire district permission to remove the dead headed water line from Cubit property at no cost to the town of Duxbury.

Amy Scharf will research what needs to happen to either sell or give away the Cubit property

8. Old Business

i. Alleged Zoning Violations

The Forkey property on Camel's Hump Road

A letter was submitted to the Selectboard by Joanne Mannion containing photographs of the Forkey house which is collapsing from disrepair. Its proximity to Camel's Hump Road is a potential hazard.

Patty Delaney will contact VLCT to get information and guidance about what authority the town has about this derelict building.

Amy Scharf will contact Al Quesnel, the zoning administrator, about this property.

* John Murphy questioned the level of understanding between the Selectboard and the Zoning Administrator to execute what the Board is asking for in regard to the letter Al Quesnel submitted to address Donald Terry's zoning violation.

Steffan Defeo will contact Al about revising the letter to include zoning regulation references.

* Adam Magee was contacted by the Davis family on River Road. They are erecting a rail fence and asked Adam to confirm that the fence was not in the town right of way. He found it was out of the right of way. The Davis family claim people have stopped at their property and complained about the fence. Adam contacted Al Quesnel and confirmed there was no violation.

ii. War Memorial

Steffan Defeo:

* A suggestion by a resident was made to move the Monument to CBMS. Tom Cahalan and Steffan are gathering information for further updates.

iii. Gravel Pit

Steffan Defeo:

We have no direction from the State on what to do next to facilitate the closing of the gravel pit. Steffan will continue to contact Susa Baird, the contact he has from the State of VT.

Mo Lavanway wants to be a member of the Gravel Pit Committee.

iv. Devlin Road

Amy Scharf:

An overview of the history of Devlin Road shows that more information is needed to determine the status of the section of the road in question which a resident claims is town highway.

*Amy Scharf will post an ad for a Selectboard clerk

*Patty Delaney called Todd Hill about being the rep. for CVSW

*Amy Scharf:

MOTION: We appoint Todd Hill to the Board of Supervisors of the CVSWMD as Duxbury's primary representative and to appoint Steffan Defeo as our alternate.

Eric Ladansac seconded

All in Favor

*Amy Scharf:

MOTION: To adjourn at 8:15

Steffan Defeo seconded

All in favor