

**Duxbury Select Board Meeting Minutes**  
October 17, 2016

**Attendees:** Adam Magee, Maureen Harvey, Anne Wilson, Ben McKinney

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

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

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

**3) Additions/Changes to the agenda**

- i. Post Interest added to Treasures report
- ii. Atwood road update added to Old Business
- iii. Move Old Business to begin meeting specifically Ryan Road update

**4) Old Business**

**i. Ryan Road**

Amy and Ben exchanged emails. Ben McKinney provided the agreement to change Ryan Road to Category 4A. John referred Ben to the Town Road policy on what the town's liability and or responsibility going forward are. Maureen found some blanks on Page 2 of the agreement and Ben will provide a new copy with the blanks filled in so it can be recorded.

Refer to the audio for complete discussion

**ii. War Memorial Update.**

Steffan discussed the plot size with Mo Lavanway at the proposed Duxbury Cemetery site. Steffan will get with Tom Cahalan to look at the plot size to determine the next steps

**iii. Gravel Pit Update**

Steffan will email the state again to follow up and determine next steps.

**iv. Town Forest Committee Update**

Patty told the board Lars would like to be part of the Forest Committee. Alan Quakenbush and Brian Fitzgerald of the planning commission are working with the state on the deed transfer.

### **vii. Devlin Road Update**

To reclass Devlin Road to category 4, a series of actions by statute would be needed, to include a site visit by the select board. Amy will come up with a list of action items and provide that to the board.

Refer to the audio for complete discussion.

### **viii. Connolly Road Upgrade request**

John is waiting for the Ryan Road document to be complete and use the same format for Connolly Road upgrade.

### **ix. Kara Revoir, of Dowsville Heights, request to review extending town road maintenance.**

Residents of Dowsville Heights road would like to upgrade the road to Category 4A possible Category 3 at some point.

Refer to Audio for complete discussion

### **x. Logging Truck Ordinance**

Adam is still working on this ordinance.

### **xi. Hazardous Property ordinance**

The board decided to table this ordinance.

### **xii. Cubit Property update**

Amy provided an email from the town attorney on possible uses and or disposition of the Cubit property. The board determined this is a discussion that should happen at town meeting.

### **xiii. Select Board Clerk Search**

Patty is going to contact Sue Premore now Charbonneau

### **xv. Atwood Road Addition**

Maureen asked what the disposition of the 5 culvert replacements on Atwood Road. A grant application was submitted and John heard verbally from the AOT District 5 Manager Dick Hoskins that the grant was denied. John is waiting for the official notice in writing of the grant denial. John will follow up on the disposition of the grant

application with Dick Hoskins. If the grant was denied John will inquire what the next steps are for the town. John will report back for the November meeting.

Refer to the audio for complete discussion.

## **5) Citizens and Visitors to address the Board**

### **i. Christine Matusевич culvert placement email (resident of Turnerhill Road)**

Christine has complained about the placement of a culvert across from her residence. John recapped her email that Christine feels the culvert will fail and cause the road run off to flood her property again; she provided pictures of the recent damage from the July 2016 storm. The curb cut for Mr. Seymour was approved by previous board dated 2006. The curb cut was approved for a 15" culvert and Mr. Seymour is installing a 2ft culvert out of his own expense and the work contracted by Dubois Construction.

John made a motion to compensate \$75.00 to Christine for the grass seed, seconded by Patty. (This was done to promote a discussion)

Board opposed the motion unanimously.

The board agreed for any reimbursement of expenses claimed for damages by Christine she would need to follow the statute in order to be reimbursed. Specifically grass seed in the amount of \$75.00

John will reply to her email.

Refer to audio for the complete discussion and the board addressed her specific questions.

### **ii. Camels Hump Road Bridge signs**

Board discussed options about narrow bridge signs and agreed to revisit if the need arises

## **6) Approval of Minutes**

### **i. September 12, 2016**

Patty preferred the meeting minutes to be word processed going forward as they are easier to read online.

The board approved the September 12<sup>th</sup> meeting minutes as wrote.

### **ii. October 4, 2016 Special Meeting**

Motion made by Patty to accept the October 4th meeting minutes as wrote, seconded by John, all in favor

## **7) New Business**

### **i. Kerry Jackson's request to have a section of Dowsville Loop Class IV road upgraded from category "B" to Category "A".**

Portions of the road specifically to the town's repeater require substantial work. No work will be completed this year. The board is planning for future work and review of the road category upgrade.

## **8) Reports**

### **Highway Foreman Adam Magee Road Foreman**

Adam informed the board per this year's gravel road plan Dowsville Road is complete, Ward Hill Road is complete, Pollander Road is complete, Richardson Road is complete and 260FT of culvert replacement and Devlin Road is complete.

There is an issue on Welch Road. Mr. Doug Bourdeaux approached Adam after completion of the contracted ditching work by Dubois Construction. Mr. Bourdeaux previously had a logging road access and the ditching removed that access. Mr. Bourdeaux has no curb cut on file for that logging access and feels the town should refill the ditch. The access road previously had no culvert installed and blocked the natural path of the ditch and previously has caused drainage issues with the road. The board agreed Mr. Bourdeaux should apply for a curb cut.

Refer to audio for complete discussion

Adam informed the board he received the results of an insurance inspection and noted some violations that needed attention. Most of the garage violations were addressed and corrected by Adam. The Town Office Maureen corrected all violations. Patty agreed to consult with the food shelf about the violations and report back for the November meeting.

Refer to the audio for complete discussion

2014 Freightliner repaired and will go through the break in process again.

The International Truck needed body work costing \$10,000.

Service work was completed to the grader and loader.

All town vehicles radios were tuned and some repairs completed.

All contracted road projects by Dubois Construction are completed.

Adam has completed all scheduled projects except for Crossett Hill and River Road. Those will be moved until next year.

Refer to audio for complete update

**b) Town Treasurer**

**i. Sand and Gravel Fund Transfer - signatures needed**

**ii. Food Shelf budget entry**

The board agreed to do a journal entry to offset the power bill for the food shelf instead of cutting a check for the food shelf.

**iii. Personal Policy sick leave question**

Anne found an error in Adams sick leave balance. Anne will research when the sick errors occurred and report back to the board.

**iv. Payroll Services - Discussion and paperwork required.**

Steffan asked the status of payroll services for the town. Board agreed to pursue payroll services. Anne will present options for the November meeting, estimates and possible companies.

**c) Emergency Management Committee**

No Attendees

**d) Planning Commission**

No Attendees

**9) Executive Session Personnel matter**

Patty made a motion to go into Executive Session at 8:57pm to discuss a personnel matter, seconded by Eric, all in favor

Patty made a motion to come out of Executive Session at 9:17pm, Eric seconded, all in favor.

**Motion made by Amy to adjourn at 9:17PM, seconded by Eric all were in favor.**

Respectfully submitted,

Steffan Defeo