

## **SELECTBOARD MEETING**

**December 14, 2015**

**PRESENT:** Marty Wells, Maureen Harvey, Amy Scharf, John Murphy, Betty Gibbs, Adam Magee, Jeff Poitras, Erik Zetterstrom, Jill Smith.

Called to Order by Amy Scharf at 6 pm

## **APPROVAL OF MINUTES**

Maureen made a motion to accept the minutes of November 9, 2015 with changes, John Seconded, All in favor

Maureen made a motion to accept the minutes of December 7, 2015 with changes, John Seconded, All in favor

Maureen made a motion to accept the minutes of December 13, 2015 as submitted, John Seconded, All in favor

## **CHANGES TO AGENDA**

No changes to the agenda

## **CITIZENS TO ADDRESS THE BOARD**

Jeff Poitras left a documents request for FEMA materials and Batchelder Associates emails.

## **HIGHWAY FOREMAN REPORT**

Adam spoke with Amy Gamble about signage requirements in order to have the Vermont State Police Patrol River Road. Signs would need to be posted at each intersection and every half mile on both sides of the road. The VSP have said previously that they do not have the man power to patrol the road so the patrol would have to be done by the sheriff's department which would have to be paid for by the town.

He will also check to see what options conform to state requirements to make it clearer that there is a stop at the intersection of River Road and Winooski Street. Signage on the bridge might be an option if it is allowed or possibly directly across from Winooski Street.

He reported back he will be getting budget numbers together for the next year's budget. He will start ditching since they have good weather. It was requested that he make an instruction sheet so that the generator can be turned on and off by other than the garage crew. The 09 truck will need a cylinder repair and he is acquiring prices

now to find out how much it will cost. Kyle is now working in the grader. They have been making plans for projects next year.

### **TREASURER REPORT**

Beth has resigned and Erin Campos has stepped in as interim treasurer. Annette, Rebecca, Beth still have signature authority at the bank and the bank listed more accounts than we were aware of so we will need to review the accounts and update the signature cards. The position has been advertised and there was a response from someone from Barre but the Treasurer needs to a town resident. We can do as other towns have done and have a treasurer as well as a bookkeeper. There have been no residents that have offered to fill the position. Most towns utilize a bookkeeper in addition to a treasurer which is required by our charter.

### **EMERGENCY MANAGEMENT COMMITTEE**

Erik Zetterstrom reported on Vermont Alert system and updated the board on the process. Written authorization is needed with the names of the individuals that need to have access to the VT Alert system in an emergency. John made a motion that Amy sign the authorization letter naming the individuals to be authorized to generate alerts. Marty seconded, All in favor. Erik and Lars are meeting with Waterbury and Moretown to coordinate a three town drill sometime next year. They will concentrate of setting up communications between the three towns. He had also talked to the Waterbury Record and they want to write an article on the Emergency Management in Duxbury. Erik will coordinate with them.

### **PLANNING COMMISION**

Amy and John represented Duxbury at the Mad River Valley watershed planning meeting in the valley. Brian provided the draft of the easement for the Father Logue property. He would like the selectboard to review the easement and have a meeting to review it with him. The meeting was scheduled for February 2nd.

### **BILLS NEED TO BE SIGNED**

### **ENGINEERING CONCERNS FOR DUXBURY**

Doug Newton reviewed the water concerns at Scrabble Hill and made numerous suggestions that might help the water runoff. There were no costs associated with the proposal and additional work would be needed to determine what those costs would be. He also provided three options for Atwood road along with the associated costs. Discussion of what the next steps would be for the Mountain View/Scrabble hill grant process. Adam will reach out to the new AOT staff in Colchester and see if they will take a look at the project and find out the application due dates and process.

## **ROAD CREW SPENDING**

Discussion took place regarding the process how road expenditures should be approved and what the oversight should be. John made a motion that the road foreman have the authority to spend his line items as he sees fit without prior board approval without going over on each line item in sections 110, 120 and 130 as well as keeping the board appraised in a timely manner. Betty second. Discussions ensued on options that the road foreman could use for purchasing. Betty, John and Amy approved. Maureen opposed, Marty abstained.

## **BUDGET PROCESS**

Amy discussed the budget process and provided a handout. She wanted to schedule a meeting to start the process. Discussion ensued that we needed better figures for managing the town finances. Marty made a motion to source a Bookkeeper for the town and bring back an options to the board. John seconded, All in favor.

Amy will see if Ken will provide emails for town groups and budget numbers for his budget sections with a required response by January 4<sup>th</sup>.

## **OLD BUSINESS**

Amy checked with the Early learning center and reminded them of the proper turn around for their location. She also reported that the trees were reviewed at the gravel pit and they are on Burton Green's property and they will be taken care of by Burton.

## **DOG ORDINANCE**

Discussion of the dog ordinance provided by John Murphy. Betty made a motion that the ordinance be approved with dog catcher added in the authorized personnel description. John seconded, All in favor.

Marty made a motion to go into executive session at 8:32 pm to discuss legal information, Betty seconded. All in favor.

Motion made by Marty to come out of executive session at 8:58 pm, Betty seconded. All in favor.

Marty made a motion to adjourn at 8:58, John seconded, All in favor.

Minutes taken by: Maureen Harvey