

Duxbury Selectboard Meeting

February 11, 2013 - 6:00 p.m.

PRESENT: Richard Charland, Maurice LaVanway, Dawn Poitras, Maureen Harvey

Attending: Leon Dunbar, Candi Canton, Lars Dickson, Anne Latulippe, Jeff Poitras, Phyllis Arsenault-Barry, Jill Smith, Bob Magee, Andra Liberty and Shaunee Perry

Minutes of January 14th - Motion to accept as submitted by Mo, second by Dawn, All in favor.

Minutes of January 30th - Motion to accept as submitted by Mo, second by Dawn, All in favor.

Minutes of February 4th - Motion to accept as submitted by Mo, second by Maureen, All in favor.

Minutes of February 7th - Motion to accept as submitted by Maureen, second by Dawn, All in favor.

Citizens to address the board - Lars asked if the letter to Mr. Lorio regarding the right of way on Marshall Road had been sent. Mo reviewed the letter with the board and after discussion Mo made the motion to send the letter with the resolution date of June 1st. Second by Dawn. All in favor. Jill inquired if contact had been made with Steve Manosh. Dick responded that he had contacted the lawyer but had not heard back from her.

Road Report - Adam was working on the roads and Mo delivered the road report. The road crew was working on a broken chain on the 2009 truck. One truck was stuck on Dowsville road for two hours due to a broken telephone pole. The parts to repair the 2000 truck would cost \$3,500 - \$4,000. No bidders would give a firm price for the labor of the repairs but it would be approximate \$8,000 - \$10,000. They will not be using the truck and any further decision would be postponed until after town meeting. The loader was tested and there is a problem with the injectors. They will clean them and see if it resolves the problem.

Treasurer's Report - Treasurer did not attend the meeting. Dick questioned the reasoning for not adding the budget line items that the board requested. The line items were not added and the dollar amount for line item 123 was not correct. The unaudited escrow, capital reserve and general fund numbers were very different from the audited numbers. The general fund is short by \$41,710 and we would have had a surplus if the auditor had allowed the transfer of \$52,500 from the sand and gravel escrow. Even though it was apparent that it was the sentiment of the voters that it be done, they did not actually voter the use so he did not include it.

Road Committee - No Quorum so no meeting.

Mad River Resource Management Alliance - John Malter from MRRMA came to review the annual report with the board. Diane Lynch represents Duxbury and Todd Hill in her absence. John said that she was a very helpful and committed representative. They provide hazardous waste collections twice a year and Duxbury residents represent 11% of the collections. The next collections will be May 11th and October 5th. WWSD has been involved with the food scrap compost program and it has kept 20 tons out of the landfill. They will be doing a tire collection at \$2.50/tire again in conjunction with Green Up day. The E-Waste program has been accepting electronic waste for three quarters of a year and has

kept 53 tons of waste out of the landfill. Interstate Waste no longer runs the landfill and it is now owned and operated by Advanced Disposal. In an effort to address the odors coming from the landfill they have made changes on site and they are no longer accepting sewage sludge from out of state. They are still accepting sludge from Vermont that passes their criteria. The landfill currently supports MRRMA with \$39,000 in funds and Duxbury pays \$2 per resident. If the funding from the landfill goes away the funding request to Duxbury will change.

Emergency Management - Bob had a mutual aid letter for Dick to sign to be sent to Bolton.

At 9:00 am tomorrow Radio North and the crane from Farr's will begin installation on Ward Hill and then on Mountain View. They are on schedule to have the tests completed in time.

Lars will send a URL for the E911 maps to the selectboard for review. Mo asked that a copy be placed in the committee room. Lars would like Mark to take the IS100. He will also send a phone tree mock up to the selectboard members. He would like to have it reviewed by Thursday. After the review a drill will need to be scheduled to make sure that it works. The trucks and garage are still in need of first aid kits.

Dawn will review the grant report with Ken this week

Patty Meade sent Dick an email informing him that they would like to launch the fireworks from Duxbury this year since the festival will be moved from the State Office complex to the Waterbury Recreation field. Mo made a motion that the fireworks be allowed to be launched from Harvey Hill on June 29th with a rain date of the 30th, Dawn second. All in favor.

Auditors - The auditors came to the board with three recommendations to discuss. The first one was the use of an invoice log to use to track invoices during payment. Their hope was that it would keep invoices from languishing and alleviate double payments. They also suggested that all invoices be delivered to the town clerk.

The board said that almost all of the invoices were delivered by mail to the town clerk and do not leave his office during the process so tracking something that didn't leave there appeared redundant. If the road crew is given an invoice by hand instead of mail they have been instructed to deliver it to the town clerk's office and appear to have done so on a regular basis. The duplication of invoices was a concern because the selectboard didn't think that the information in a log would give them the information that they needed to make sure that there wasn't a duplication. Multiple copies of the same invoice have been put in the folder at the same time and by logging the same multiples would not change the problem. The board felt it needed some type of vendor file/notebook to read the invoices to compare services/products actually charged on the invoices.

The audit committee thought that the checking account should be set up with online access. The Auditors would then have access to view transactions on a weekly or bi-weekly manner. The Auditors would then balance the General Ledger on a monthly basis with the treasurer.

The board asked if they were including the General Fund, Capital Reserve and Escrow accounts when they balanced the checking account. The Auditor were not aware that the funds were comingled in the same account.

The third item was the review of the statements and reconciliation by the Treasurer. They believe it lead to confusion and double payments. Maureen stated that the board had asked months prior that the statements be left in the selectboard's folder so we could reconcile the accounts. We have not received the statements.

Further discussion was about the lack of accurate reports for the selectboard to work from. The current report is in Excel and the board can probably use reports generated from NEMRIC. The unreliability of the numbers provided by the treasurer especially in the general fund balances, escrow account and capital reserves give the board great concern.

| December 31, 2012 Balance | Unaudited | Audited |
|---------------------------|---------------|--------------|
| General Fund | \$-265,010.27 | \$-41,710.12 |
| Capital Reserve | \$383,489.81 | \$266,983.29 |
| Highway Tire Escrow | \$1,508.23 | \$1,712.18 |
| Paving Escrow Account | \$11,444.32 | \$10,334.68 |
| Reappraisal Escrow | \$54,564.61 | \$63,999.98 |
| Tax Mapping Escrow | \$-180.25 | \$819.89 |
| Sand & Gravel Escrow | \$82,264.60 | \$79,983.34 |

Discussion continued regarding the professional audit versus the town auditors and the functions of both. Items had come up in the professional audit such as the lack of cash receipts and the checking account not being reconciled. They were already addressing the checking account and would follow up on the cash receipts process. When the budget was prepared for 2013 additional expense categories were added to better track expenses. The treasurer is not using the new categories and the auditors will check on that process. In addition to reviewing the report capabilities in NEMRIC the auditors said they would check on the direct deposit option. The road crew would like to be paid by direct deposit but the treasurer says it can't be done and the road crew believes otherwise.

Road Certificate - Mo reviewed the road certificate changes and reported the net change in the mileage count would be a reduction of class 3 roads by .31 even though there were several corrections to the existing map. The requirement in 2015 will be to include the mileage for town legal trails. We currently have them marked on the map but do not have the measurement. Maureen made the motion to send the certificate with the corrections Mo outlined and add a request to the letter to see if they could obtain the measurement for the trails from the mapping software they use since they were all clearly marked. Dawn second, All in favor. Mo suggested that we record this document once the state has processed it in the Book of Roads.

Jeff Poitras asked about what was going to happen about the intersection of Main Street and River Road. Dick asked Jeff to get a petition from the residents since it had not been brought to the board by anyone other than him and Dawn. Dick said that a traffic study was done and the problems he described were not borne out. Jeff stated that he felt he was being asked to do the boards job by getting the petition and left the meeting. Discussion continued about making it a three way stop and the trees that reduce the visibility on the corner.

Motion to adjourn at 8:25 p.m. by Dawn and 2nd by Mo. All in favor.