

## **Duxbury Selectboard Minutes - April 9, 2012 Regular meeting**

Members Present: Dick Charland, Maureen Harvey, Mo Lavanway

Others: Ken Scott, Steve Manosh, Stevie Wilder, Jeff Poitras, Bob Magee, Kristen Fountain  
Jamie Ervin, Shawnee Perry, Lars Dickson, Ames Robb

Minutes taker – There was a motion by Mo to accept Ames as minutes taker, 2nd Maureen, all in favor (3-0)

Pulpwood RFP is out. No bids so far. Per Steve Mansoh: it can be hard to get rid of pulpwood. There may be some options without payment to the town. We will revisit this at next meeting.

Approval of 3/26 minutes 3-0 (motion: Maureen Harvey, 2<sup>nd</sup> Mo)

Road Foreman report: Do we want to advertise our sand bid? We requested bids on 3,500 yards last year. Recommend more this year – 4,000? 1,500+ remaining now per Steve M. (cover in fiscal policy later) \$3.10/yd last year.

Grading: at Camels Hump now - can finish when weather breaks; will work back toward S. Duxbury. All culverts in town are open now after work last week.

Culvert replacement: Steve asked if it is the town's responsibility even when a driveway culvert? Dick: We will do the work and bill the homeowner.

Steve hopes to have road posted signs down in a couple of weeks - weather dependent.

Town Treasurer report: From FEMA reimbursement, we have on hand \$24,752. We have received a total so far of \$356,647. The most recent check was about two weeks ago. Dick wants all FEMA paperwork collected to go in the vault. Dick will contact Alec Portalupi (State FEMA contact) about outstanding balance from FEMA. We are expecting a total from FEMA of 87.5 % of ~\$1.5 million of the remaining balance on repairs (both storms); The state has said it would make town whole, so we are expecting the remainder of our repair costs from the state.

Dick noted that there was \$11,980 expensed in sand in 2012 and this should have been in last year. Ken said "last year's gone". The original bill was sent to us Nov 8, 2011 totaling \$11,406 (including some gravel). Dick wants to see a copy of the bill to confirm it's not duplicate billing.

Per Ken: Sand & gravel escrow balance = \$50k +/-

Motion to accept Town financial statement as submitted for March 2012 (Maureen, Mo.) Approved 3-0

Ken: disbursement reports for abatements needs sign off. (Dick, Maureen signed)

Emergency Management report: Bob Magee – they are still waiting on some info in order to get in on the NIMS/ICS (National Incident Management System/Incident Command System) grant; a financial statement has to be submitted online. Bob will do that. Lars: there are portions of the EOPs plan (Emergency Operations) that need consultation with the board. Lars suggests this meeting be recessed to

work on EOPs on another day (due Friday 4/13). We need a list of high risk residents (elderly, disabled). Need input from all board members on local support functions (planning task 3); which persons do what in an emergency? Planning task 4 is similar - choices in what local agencies do what. We also need to identify a secondary emergency shelter (Crossett Brook Middle School)? Lars recommends others review the ICS 100 course (he took it online and is certified - there is an accompanying manual). Function of emergency coordination is to make sure people know where to go if help is needed. Community collaboration between towns is important. The plan will be a tool to be used during an emergency and will always be a work in progress. Board will meet Wed night at 5:00 as a continuation of this meeting. This plan is through homeland security and an includes application for radios for the Town.

Lars met with Jim from Brookfield on generators. There is a proposal from the EM team that we obtain a generator for the garage (20kw) and a smaller one for the town office. Lars is pursuing quotes. He would like the board to consider: if investing in one generator it should be for the garage; the command center could be in the town meeting room. A portable generator at a lesser cost could be purchased for the town office as funding allows.

VT Emergency Management (VEM) grant for a 50/50 cost share with the town is due this summer. They will want to see a commitment to NIMS/ICS system and planning,

There was a motion for chair to sign off on the NIMS adoption document for town (Mo, 2<sup>nd</sup> Maureen).  
Approved 3-0

Don Welch & crew will be working on monument relocation. No action so far. They are working with master gardeners. Maureen will connect with Donnie.

Website update: Ames said that the website is up and functional now, and the final design should be in place the week of April 16. She encourages people to send all information and updates to her for posting to the web to: [duxburywebsite@gmail.com](mailto:duxburywebsite@gmail.com). There was a request for posting of agendas; this will be done as much as possible for future meetings.

Old Business:

Jamie Ervin: Background on Waterbury LEAP (handout)\. LEAP is looking for support from the town for doubling solar installations in Duxbury/Waterbury this year: "solar year challenge" (from 12 to 24). Mo moves to accept proposed draft resolution, Maureen second. Discussion: Maureen is concerned about promoting or backing a specific business or organization. Is it appropriate for the SB to be endorsing specific orgs? Mo doesn't feel it's a plug for LEAP itself, but for what it's trying to accomplish (with benefit to the town). Motion passed 3-0.

Listers: updating of tax maps? Per Maureen, Tom Vickery says he will be done with updates tomorrow (4/10).

Road committee report: The Road Committee approved a charter at their last meeting. Motion to accept by-laws draft of Road Committee as written, dated 3/24. (Maureen, 2<sup>nd</sup> Mo) Approved 3-0.

AOT grants. Info from John Grenier on Crossett brook/Pollander Rd. repair: According to the state, there are limited opportunities at this site to improve trout habitat; in-stream modifications should be

minimized. Construction estimate of \$162k + 10% contingency plus permits = \$193k total. Max reimbursement from AOT is \$145k with 20% match from town. Dick says we are well within that limit.

Truck Repair - Tenco estimate of \$14-15k - for repair of 2003 truck. This replaces the original plan of putting a new body on that truck. Motion to accept Tenco estimate dated March 4 & proceed. (Maureen, 2<sup>nd</sup> Mo). Approved 3-0. Dick to Ken: this needs to come from Capital Reserve fund.

Discussion of equipment replacement plan: 2000 truck will be replaced next year. 2003 truck to be replaced in 2016. We need to keep an eye on funding in capital reserve fund.

RFP for town audit: Craig is preparing this. As he is not at the meeting Dick will check in with him.

Selectboard compensation survey: Mike Marshall was not present, but from Dick's understanding of his research, it looks like Duxbury is in line with other towns of similar size. To be continued at next meeting.

Fiscal Policy: Should the town set a dollar threshold over which we always solicit bids? It was noted that we are not under any requirement to accept the lowest bid. Discussion: is an arbitrary limit productive? It may cause unnecessary, additional work. Should we evaluate case by case? Or should over a certain dollar amount always be looked at by two sets of eyes? All agreed that it is important for the Road Foreman to be in touch with board and/or road committee on expensive repairs/purchases (over \$500).

Board is working to build a vendor list to send out RFPs to townspeople.

Appointment of town officers: Postponed. Dick has two people to talk to about positions and would also rather the full board is present.

Repairs to the backhoe: with repairs we can extend the life for five years +. The State is offering repair services to towns: \$2791 estimate from state on the backhoe. Nortrax estimate = \$3374 incl. labor. (No charge for labor from state). Road Committee recommends we go with state quote for repairs and request that they take care of cylinder seals as well. Also rebuild wainroy: new = \$3000 repair = \$6000. Road Committee recommends \$3000 new wainroy, ask state to mount it. Motion to proceed with repair of backhoe by state, with purchase of new wainroy from CRW @ \$3000. (Maureen, 2<sup>nd</sup> Mo) Approved 3-0.

Central VT Regional Planning Commission (CVRPC) road/culvert survey: The same person who did the last road survey will come again; he is under contract now with CVRPC. CVRPC will be doing a culvert survey in the next couple of years.

Ad for 3rd road crew member will be posted in the next week or so.

Selection of a vice chairperson: postponed for meeting with full board present.

There is a DRB meeting tomorrow night on the Potter quarry on Ward Hill. Randy Berno called Dick asking about the Selectboard's position? Dick's concern is impact to the road (the quarry is about 1/4 mile up from Route 100). Bob Magee suggests limiting to a certain number of truck trips per day. Also: there are safety concerns due to heavy trucks pulling out onto Route 100. It was suggested that the town

also limit the times of day for truck trips. Will there be a crusher on site? Stevie Wilder thinks no. Act 250 will also have to rule on this quarry after the DRB decision (assuming approval by DRB).

Burt & Becky Green, who live next to the Town gravel pit, called Mo. Our current zoning says there should be a 200 ft setback. At the time Greniers did the plan for our pit the requirement was for a 35 ft setback. Mo visited the site: our topsoil piles infringe on the setback, but they are still on town property. Greens are concerned about noise, dust. Mo notes the berm is not seeded or mulched and feels it should be. We should also consider plantings for screening. We will be working in the same area in the pit where we are now (Zone 1) through 2013. We will make modifications to current plan to avoid cutting trees too close to the Green's property. All agree that the town should work to be a good neighbor. The Greens requested a break on their property taxes. The Board will look into requesting a reappraisal.

Lars: the steel plate on bridge 41 needs some attention. It's a hazard now. Steve agreed to get to it right away. Lars asked if the sand pile where the truck broke down a few weeks ago will be cleaned up? Steve told him yes (and there is no salt mixed in with that sand)

Regarding contention at road committee meetings: Lars wishes that a SB member did not sit on the RC. Mo thinks there should be 5 total members including two SB members. Lars: to avoid appearance of conflict of interest, the Road Committee should not have members who are related to employees of the town.

At 7:57 there was a motion to *recess* the meeting until Wednesday 4/11/12 at 5pm for work on the EOPs plan and grant requirements. (Mo, Maureen) Approved 3-0.

The meeting reconvened at 5 p.m. on April 11th.

Members Present: Dick Charland, Maureen Harvey, Mo Lavanaway

Others: Bob Magee, Lars Dickson, Shawnee Perry

Worked on preparation of EOP's plan and grant requirements document for submission.

At 6:25 there was a motion to adjourn. (Mo, Maureen) Approved 3-0

*Minutes submitted by Ames Robb*