

DRAFT

Duxbury Selectboard Meeting Minutes
Monday, January 14th, 2019

Note: The complete audio recording of this meeting may be found at www.duxburyvermont.org.

SELECTBOARD MEMBERS PRESENT	Mari Pratt, Jerry McMahan, Bob Magee, Dan Schillhammer
ATTENDEES	Will Rabens, Jeff Poitras, Adam Magee, David Specht, Sue Emmons, Andy Sheford, Maureen Harvey, Phyllis Berry, Kevin Garcia
MINUTES PREPARED BY:	Jonathan DeLaBruere
CALL TO ORDER	The meeting was called to order at 6:00 PM by Mari Pratt.
INTRODUCTIONS OF SELECTBOARD MEMBERS	Selectboard members introduced themselves and attendees were reminded to sign in using the sign-in sheet.

CHANGES TO THE AGENDA

	The following items were changed on the agenda: <ul style="list-style-type: none">• Elect a Vice-Chair• Keys for Selectboard Members• Tentative Plan for Future Agendas• Move Rules & Procedure Policy to next meeting
CONCLUSIONS	

CITIZENS AND VISITORS TO ADDRESS THE BOARD

DISCUSSION	N/A	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

APPROVAL OF MINUTES (12/17/18 & 01/02/19)

DISCUSSION	In the 12/17/18 minutes after the executive session, selectboard assistant is missing. Motion by Bob, Second by Jerry to approve both sets of minutes with the changes to the 12/17/18 minutes. All in favor.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Make changes to the 12/17/18 minutes	Jonathan	01/22/19

REVIEW OF SELECTBOARD MAIL

DISCUSSION	1. Notification from VLCT about the mileage reimbursement increase.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REPORT: SELECTBOARD ASSISTANT

DISCUSSION	1. Provided a report to be included in the Duxbury Annual Report 2. Provided an updated list of grants with the local match requirements	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REPORT: HIGHWAY FOREMAN

DISCUSSION	1. Adam discussed that he has received multiple call outs for reports of bad roads. When he goes to the reported call out location, it is either not that bad or the road is bad because of mad-made reasons. (Ex snowmobiles on Ward Hill Road.) The town wants to make sure people understand that everyone needs to be prepared for winter. This means getting winter tires, shovels, going slow on roads. The highway department is doing everything they can to make sure the roads are safe for vehicles to travel on. The Selectboard agreed (Motion by Bob, Second by Dan, All in favor) that Adam should wait until the second call about the same issue to respond.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Call Vermont State Police to ask about snowmobiling on town roads	Bob	01/28/19
Call Vermont State Policy to ask about residents plowing their own roads without town permission	Bob	01/28/19
Post Winter Maintenance policy to Front Porch Forum, Website, and Facebook	Jonathan	01/28/19

REPORT: TOWN TREASURER

DISCUSSION	1. Employees' retirement was not being deducted properly, but all is fixed	
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- now.
2. Believes budget is complete, but will review it one last time. Asked the Selectboard to let him know if there are any changes or if they notice anything that might need to be adjusted.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

NEW BUSINESS

DISCUSSION	<ol style="list-style-type: none"> 1. Selectboard Vacancy & Appointment <ol style="list-style-type: none"> a. Kevin Garcia has lived on Camels Hump Road for 19 years. He is curious about the Selectboard, and wants to get more involved with his community. He holds dual degrees in mechanical engineering & geology. Motion by Jerry, Second by Bob, All in favor of accepting Kevin to fill the vacant Selectboard position until town meeting. 2. Fire Department Contract <ol style="list-style-type: none"> a. Discussed having Bill come to a meeting to justify the figures that they have come up with. In the email that was sent, it stated that Waterbury covers 83% of the education grand list in Duxbury. 3. Central Vermont Runners <ol style="list-style-type: none"> a. Will is the new Leaf Peeper Half Marathon race director. He wants to see the race go back to the original course, which is located in Duxbury. Since it has not been located in Duxbury for awhile, he wanted to know what the town needed from Central VT Runners to be able to make this happen. It was discussed that the race would start earlier in the day to get people done earlier. It was also discussed that there would be much more communication with the public, so that everyone is on the same page. The race would start in downtown Waterbury, and utilize River Road in Duxbury as part of the race. The date for the race would be Sunday, October 6th, 2019. Will is going to put a plan together for the race, and then share this plan with the Selectboard. 4. Keys <ol style="list-style-type: none"> a. It was discussed that all Selectboard members will receive a key to the town offices to be able to conduct town business. Maureen is going to get both Bob and Kevin keys. 5. Vice-Chair <ol style="list-style-type: none"> a. Motion by Dan, Second by Jerry, All in favor (Bob Abstained) of electing Bob to the role of Vice-Chair on the Selectboard. 6. Future Agendas <ol style="list-style-type: none"> a. It was discussed that as we go into town meeting, we need to make sure that time is spent on making sure everyone fully understands the budget, that way we are prepared to answer questions that may come up. 	
ACTION ITEMS	PERSON	DEADLINE

	RESPONSIBLE	
Compare the differences between Moretown and Waterbury Fire Department contracts	Mari	01/28/19
Get town office keys for Bob and Kevin	Maureen	ASAP

OLD BUSINESS

DISCUSSION	<ol style="list-style-type: none"> 1. Town Garage/Roof Structure <ol style="list-style-type: none"> a. A report from DeWolfe engineering was sent to the Selectboard outlining what was found in an assessment of the structure. The building is not a new building, and was transported from its previous location to where it is now. In that transport process, and when it was reinstalled, a lot of the bracing was not reinstalled correctly or at all. Kevin will be the Selectboard representative on this project moving forward, and will work closely with Jonathan, and Adam to determine a solution. 2. Parking Ordinance <ol style="list-style-type: none"> a. Jerry has updated the document with the changes that were proposed. After review, the selectboard, and Adam are happy with the proposed document. Duxbury has a tow company that they are using, and will be listed in the ordinance. b. After further discussion, it was decided to use the old ordinance that went into effect in 2001 instead of trying to adopt a new ordinance. 3. Gravel Pit Act 250 Permit <ol style="list-style-type: none"> a. Jeff Poitras does not have an update. 4. Salt/Sand Shed Site Work <ol style="list-style-type: none"> a. It was discussed what needs to be done to get the site ready in order to start the grant process of building a new salt/sand shed. Bob is going to speak with Mo (Gravel Pit Committee) and O'leary Burke to get a better idea of what needs to be done to get the site ready. 5. Budget Review <ol style="list-style-type: none"> a. There is a possibility of the town getting a petition. The selectboard scheduled by a reconvene meeting for 01/17/19 at 6 PM to sign the budget, and warning for the annual town meeting.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Add a notice in the Waterbury Record, Front Porch Forum, Website, Facebook about the Parking Ordinance to remind everyone that it is in effect and that towing will happen if violated	Jonathan	01/28/19
Add Town Garage/Roof Structure to next meeting agenda	Jonathan	ASAP
Add Salt/Sand Shed to next meeting agenda	Jonathan	ASAP
Discuss Salt/Sand shed site work with Mo and O'leary	Bob	01/28/19

ACTIVE SESSION

DISCUSSION	<ol style="list-style-type: none"> 1. Mari moved to enter Executive Session to discuss personnel file for Adam Magee at 8:05 PM. Bob recues himself of this meeting due to the conflict of interest. 2. The Selectboard came out of Executive Session at 8:14 PM. Mari made a motion to remove a report dated 12/07/17 from Adam Magee's personnel file because that board's policies are no longer practiced, Jerry Second, All in Favor. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

RECONVENE MEETING

**Reconvene meeting was called to order at 6:00 PM on Thursday, January 17th, 2019

DISCUSSION	<ol style="list-style-type: none"> 1. Motion by Bob, Second by Jerry, All in favor of accepting the warning of the town meeting. 2. Motion by Bob, Second by Dan, All in favor of having Central Vermont Regional Planning Commission (CVRPC) apply for the Ecosystem Restoration Program grant for Turner Hill Road. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

ADJOURNMENT	Motion to adjourn by Jerry, Second by Bob, All in favor at 6:31 PM on 01/17/19.
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Board Meeting

January 14, 2019

Road work/Crew work

Plow Salt and sand

Removed trees on ward hill and Crossett hill

Filled in some holes

Replaced edges wing edge on truck 1 and 3

Responded to fire call with sand truck (Adam)

Equipment

Truck 2 caught on fire and had to be towed to Chairlebois for repair. Was repair over the weekend and we pick it up today

Town pickup is back from Formula Ford and back in service.

Sand

We are more then have way through our sand. I am looking at pricing and trucking. If we get to many more ice storms or these 1 to 2 inch snow storms or call outs. We are not going to have enough sand.

Scrabble Hill

We are well aware of the road washout on Scrabble Hill. We need warm weather to repair it. These cold temps the gravel freezes in the trucks and we can't dump it out. It is on our radar.

Call outs (Ward Hill)

I got a call last Sunday about Ward Hill being slippery. I called another home owner on Ward Hill and he stated the hill was a little slippery but he had good tires and 4 wheel drive and made it just fine. He also stated if his neighbor would stop riding his snowmobile up and down the road it would help. I went out and when I got to Ward Hill I saw snowmobile tracks and sled marks down the hill. When I got to the top of the hill I saw 1 yellow snowmobile in the driveway of the person that called me about the road being "terrible". Wet snow plus kids sliding plus repeated up and down with a snowmobile will turn a hill into a sheet of ice. Not sure if there is anything we can do but this is the second call out that could have been avoid.

Submitted by

Adam Magee

Road Foreman

Duxbury
SELECTBOARD

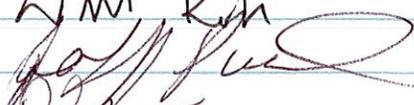
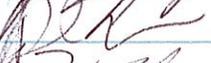
1/14/19

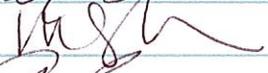
SIGN IN PLEASE

PRINT

SIGN

Will Robens
Jeff Portras
Adam Musee
David Specht
Sue Emmons
Andy Shuford
Maureen Hervey
Phyllis Arsenault Berry
Kevin T. Garcia

Zim Ran





THANK
YOU!

Selectboard Meeting 01/17/19

Please sign in

David Specht

Maureen Harvey