Duxbury Selectboard Meeting Minutes
Monday, November 25th, 2019

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

SELECTBOARD MEMBERS PRESENT	Bob Magee, Mari Pratt, Dan Schillhammer, Kevin Garcia
MINUTES PREPARED BY:	Jonathan DeLaBruere
CALL TO ORDER	The meeting was called to order at 6:00 PM by Bob Magee.
INTRODUCTION OF SELECTBOARD MEMBERS	Selectboard members introduced themselves and attendees were reminded to sign in using the sign-in sheet.

CHANGES TO THE AGENDA

DISCUSSION		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

CITIZENS AND VISITORS TO ADDRESS THE BOARD

DISCUSSION		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

APPROVAL OF MINUTES

DISCUSSION	Motion by Dan, second by Mari, all in favor of approving the 11/12/19 Selectboard meeting minutes as posted.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REVIEW OF SELECTBOARD MAIL

DISCUSSION	1. The board received a card from Katie Martin, Valley Reporter, thanking the board for their assistance during her time there.

	2. The board received a parcel adjustment letter from the town's lister. Motion by Dan, second by Kevin, all in favor of approving the adjustment by signing the letter.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REPORT: HIGHWAY FOREMAN

DISCUSSION	See attached report

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Call VLCT and insurance to get second opinion about the truck repair	Jonathan	ASAP

REPORT: TOWN TREASURER

DISCUSSION	See attached expenditure report. • Accounts Payable – David asked the board if they would approve two invoices that had sales tax charged. The town typically doesn't pay sales tax. These invoices were from the town clerk fixing a window in the town office building that was damaged from lawn mowing. Motion by Dan, second by Mari, all in favor of approving the two invoices with sales tax. • Budget – Medical insurance is increasing 15% and the NEMRC program is increasing 200%. • 2019 Audit – All of the required information has been received by the external auditor to be able to complete the 2019 audit. The final report hasn't been completed yet, but David explained to the board that the deficit for the prior fiscal year is about $156,000.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Determine what makes up the $156,000 deficit from the prior fiscal year before the next regular Selectboard meeting	David	12/9/19

REPORT: SELECTBOARD ASSISTANT

DISCUSSION	See attached report • **Scrabble Hill Road** – Jonathan presented some drawings to the board that the engineer had created. These drawings had removed culvert

	number C2. The board wanted culvert C2 to stay in the plans, and the drainage area to continue straight under Camels Hump Road (cross-culvert) and into Ridley Brook. • **Camels Hump Road Scoping Study** – Motion by Kevin, second by Dan, all in favor of moving this item to the next regular meeting on December 9th, 2019. • **November 1st Storm Repair** – The final emergency repair from the November 1st storm is on Camels Hump Road between the intersection of Scrabble Hill Road and the state park. Three contractors were contacted to acquire an estimate for the repair. Those estimates are included as an attachment to the minutes. Motion by Dan, second by Mari, all in favor of moving forward with Avery Excavation as the low bidder.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Notify DuBois & King about the Selectboard's decision on the Scrabble Hill Road project	Jonathan	ASAP
Send reminder email to the board to review the list of design consultants	Jonathan	12/9/19
Notify all contractors the results of the bids for the November 1 Storm Repair	Jonathan	ASAP

NEW BUSINESS

DISCUSSION	1. **VT Department of Forests, Parks, and Recreation** – Both representatives from the Green Mountain Club and the VT Department of Forests, Parks, and Recreation were at the meeting to discuss the transfer of a 4.8-acre parcel on River Road in Duxbury. The Green Mountain Club is looking to transfer the parcel to the state to be included in the Camels Hump State Park. The board asked them if the parcel is developable, and they stated that they didn't think it was due to the terrain and proximity to the Winooski River. The board asked them to investigate further, and come back to another meeting. 2. **Class 4 Roads and Trails Policy** – A draft version of the new policy was provided to the board from the town attorney to review prior to the next regular meeting. 3. **Town Garage Snow Removal Bid Opening** – Since the bond vote to repair the town garage did not pass, the board submitted a request for proposals to have a contractor shovel the snow off the roof of the building. The town received two bids as a result of this proposal, and are both attached to the minutes. Motion by Dan, second by Kevin, all in favor of moving forward with Stromme Properties LLC pending proof of insurance no less than $1,000,000.

	4. **Town Forest Committee** – The town forest committee has submitted an invoice for brush hogging. They wanted to use $200 from their budget, and $600 from their escrow account. Motion by Mari, second by Dan, all in favor of approving the invoice using multiple budget line items.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Add Class 4 Roads and Trails Policy to December 9th, 2019 Selectboard meeting agenda	Jonathan	12/9/19
Notify all contractors the results of the bids for the Town Garage Snow Removal	Jonathan	ASAP
Ask for proof of insurance from Stromme Properties LLC for no less than $1,000,000	Jonathan	ASAP
Process the invoice for the town forest committee	Jonathan	ASAP

OLD BUSINESS

DISCUSSION	1. **Waterbury Fire Department Discussion** – The bond vote passed for the Waterbury Fire Department to receive two new pieces of apparatus. In fiscal year 2019, the Town of Duxbury paid $110,785 to the Waterbury Fire Department for fire protection services. The 2020 fiscal year budget was set at $114,000. 2. **Grant Projects Update** – Jonathan walked through the grants in greater detail. There was discussion about how often the town should be requesting the reimbursements. The board agreed that the town should be submitting these requests on a quarterly basis. 3. **Budget Working Group** – Kyle, Highway Foreman, presented a draft Highway Department budget for fiscal year 2021 to the Selectboard to review prior to this meeting. The board scheduled two Selectboard special meetings on December 2nd, 2019 and December 16th, 2019 beginning at 6:00 PM for the purpose of budget development. The December 2nd meeting will be only the Selectboard and Highway Foreman and a draft budget will be completed. This budget will then be sent to the budget committee for review prior to the December 16th meeting. At this meeting, the Selectboard will be joined by both the Highway Department Foreman and the budget committee in hopes to finalize the fiscal year 2021 budget.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Email Bill Shepeluk, Waterbury Municipal Manager, to invite to a Selectboard meeting to discuss the impact that this bond vote will have on the bill Duxbury pays for fire services	Jonathan	12/9/19

Submit reimbursement requests for both the Scrabble Hill Road and Salt Building projects	Jonathan	ASAP
Create meeting warnings and agendas for both Selectboard special meetings on December 2 and December 16	Jonathan	ASAP
Send Highway Department draft budget to Lars Dickson to forward to the budget committee to review	Jonathan	ASAP

ADJOURNMENT	Motion by Dan, second by Kevin, all in favor of adjourning the Selectboard meeting at 9:00 PM.

Foreman's Report

November 25, 2019

Board Meeting

Road work/Crew work

- Plow/ Sand/ Salt
- Fix holes on Crossett and Turner Hill
- Clean Equipment and shop
- Service P/U

Foreman Work

- Plow/ Sand / Salt
- Check roads
- Work on budget
- Run around with FEMA and VTRANS to assess 11/1 storm damage
- Work with insurance and body shop for Truck 2 (2016 tandem)

Equipment

- The pickup is at Jeremy Gonyon's for body work to be done for inspection. It is having a new windshield installed next Monday 12/2 and then will go to Welch's on Wednesday 12/4 for tires and VSI.
- Truck 2 (2016 tandem) had an estimate done for repair work needed from the blown tire and I have been contacted by VLCT about payment. The total for the repairs is $3,799.70 we have a $1,000 deductible so VLCT will issue a payment of $2,799.70 to us. Once I hear back from Charlebois about when they can get the truck in, we will get it up there to be fixed.

Submitted by

Kyle Guyette

Road Foreman

Account		Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-19/20 MTD Pd 5 Nov
1-7	**HIGHWAY, FINANCIAL,SPECIA**					
1-7-1	**HIGHWAY**					
1-7-11	**ROADS**					
1-7-111-0	SAND	47,000.00	0.00	37,351.75	9,648.25	6,530.00
1-7-111-1	SAND TRUCKING	21,000.00	0.00	22,500.00	-1,500.00	0.00
1-7-111-2	Gravel Trucking	6,000.00	0.00	2,677.50	3,322.50	1,870.00
1-7-111-A	GRAVEL	41,000.00	0.00	12,660.00	28,340.00	0.00
1-7-111-B	MAINTENANCE STONE	2,500.00	0.00	1,921.00	579.00	1,921.00
1-7-111-C	DITCHING STONE	11,000.00	0.00	9,295.04	1,704.96	420.00
1-7-113-0	SALT	10,800.00	0.00	1,718.34	9,081.66	1,718.34
1-7-114-0	CHLORIDE	16,000.00	0.00	16,109.00	-109.00	0.00
1-7-115-0	CULVERTS	6,000.00	0.00	12,736.80	-6,736.80	2,861.40
1-7-116-0	SIGNS	3,000.00	0.00	1,190.75	1,809.25	299.50
1-7-116-1	Rails	5,000.00	0.00	0.00	5,000.00	0.00
1-7-117-0	SUBCONTRACTS	2,000.00	0.00	15,402.58	-13,402.58	14,082.58
1-7-117-1	Roadside Mowing	8,000.00	0.00	4,125.00	3,875.00	0.00
1-7-117-A	Muni Road Permitting	1,350.00	0.00	0.00	1,350.00	0.00
1-7-118-0	Engineering	2,000.00	0.00	9,194.00	-7,194.00	0.00
1-7-119-0	RENTALS	3,000.00	0.00	1,602.41	1,397.59	496.08
1-7-119-1	ROAD RECONSTRUCTION	4,000.00	0.00	32.00	3,968.00	0.00
1-7-119-A	Flaggers	1,000.00	0.00	0.00	1,000.00	0.00
1-7-119-B	E-911 SYSTEM	250.00	0.00	0.00	250.00	0.00
Total ROADS		**190,900.00**	**0.00**	**148,516.17**	**42,383.83**	**30,198.90**
1-7-12	**EQUIPMENT**					
1-7-121-0	FUEL	35,000.00	0.00	12,566.49	22,433.51	2,639.64
1-7-122-0	LUBE	4,800.00	0.00	1,275.19	3,524.81	690.41
1-7-123-0	MAINTENANCE PARTS	5,500.00	0.00	1,527.95	3,972.05	585.18
1-7-123-A	BLADES	7,000.00	0.00	2,253.48	4,746.52	27.49
1-7-124-A	Tandem 2014	4,000.00	0.00	1,009.20	2,990.80	-45.00
1-7-124-D	Grader	5,000.00	0.00	-2,499.85	7,499.85	-3,250.79
1-7-124-E	Loader	5,000.00	0.00	1,285.57	3,714.43	475.21
1-7-124-F	EXCAVATOR	3,000.00	0.00	1,518.99	1,481.01	0.00
1-7-124-G	Pickup Truck	6,000.00	0.00	2,578.33	3,421.67	900.29
1-7-124-H	Tandem 2016	8,500.00	0.00	7,589.24	910.76	0.00
1-7-124-I	CHLORIDE TRAILER	1,000.00	0.00	31.81	968.19	-9.28
1-7-124-J	Tandem 2019	3,500.00	0.00	224.28	3,275.72	208.29
1-7-125-0	WINTER TIRES	5,000.00	0.00	5,212.20	-212.20	0.00
1-7-125-A	GRADER TIRE	9,000.00	0.00	0.00	9,000.00	0.00
1-7-125-B	CHAINS	5,000.00	0.00	4,858.20	141.80	4,858.20
1-7-126-0	SUBCONTRACT	0.00	0.00	60.00	-60.00	0.00
1-7-127-0	TOOLS	2,500.00	0.00	2,024.56	475.44	610.90
1-7-128-0	RADIOS	1,300.00	0.00	634.78	665.22	82.86
1-7-129-0	Protective Gear	1,600.00	0.00	350.74	1,249.26	6.99
Total EQUIPMENT		**112,700.00**	**0.00**	**42,501.16**	**70,198.84**	**7,780.39**
1-7-13	**GARAGE**					
1-7-131-0	ELECTRICITY	3,000.00	0.00	1,266.42	1,733.58	655.94

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-19/20 MTD Pd 5 Nov
1-7-132-0 HEAT	12,000.00	0.00	1,012.55	10,987.45	45.8
1-7-133-0 TELEPHONE	900.00	0.00	589.43	310.57	135.3
1-7-134-0 MAINTENANCE	2,400.00	0.00	280.69	2,119.31	145.9
1-7-134-1 FABRICATION	3,000.00	0.00	236.80	2,763.20	0.0
1-7-135-0 OFFICE EQUIPMENT	1,300.00	0.00	355.88	944.12	74.1
1-7-136-0 GARAGE WATER	500.00	0.00	194.60	305.40	104.2
1-7-137-0 GRAVEL PIT	0.00	0.00	25,550.00	-25,550.00	0.0
1-7-138-0 Waste Disposal	2,600.00	0.00	826.01	1,773.99	142.0
1-7-138-A Environmental Disposal	800.00	0.00	765.00	35.00	765.0
1-7-139-0 COMPUTER SUPPORT	400.00	0.00	0.00	400.00	0.0
1-7-139-A GENERATOR	650.00	0.00	643.00	7.00	0.0
Total GARAGE	**27,550.00**	**0.00**	**31,720.38**	**-4,170.38**	**2,068.6**
1-7-14 ROAD CREW					
1-7-141-A Road Crew - Foreman	54,857.00	0.00	15,190.81	39,666.19	0.0
1-7-141-B ROAD CREW - FT 1	43,912.00	0.00	8,393.00	35,519.00	0.0
1-7-141-C ROAD CREW - FT 2	40,191.00	0.00	13,138.36	27,052.64	772.8
1-7-141-D ROAD CREW - PT	7,000.00	0.00	11,030.00	-4,030.00	0.0
1-7-142-0 OVERTIME	21,226.00	0.00	806.28	20,419.72	405.7
1-7-143-0 FICA	12,790.00	0.00	3,610.22	9,179.78	85.6
1-7-144-0 WORKMAN'S COMP	19,656.00	0.00	9,828.00	9,828.00	0.0
1-7-145-0 HEALTH/ DENTAL	61,158.00	0.00	7,178.79	53,979.21	3,468.7
1-7-146-0 RETIRE EXP	6,808.00	0.00	1,770.11	5,037.89	50.0
1-7-147-0 UNEMPLOYMENT	387.00	0.00	0.00	387.00	0.0
1-7-149-0 UNIFORMS	6,000.00	0.00	2,315.87	3,684.13	437.6
1-7-149-A MISCELLANEOUS	1,000.00	0.00	0.00	1,000.00	0.0
Total ROAD CREW	**274,985.00**	**0.00**	**73,261.44**	**201,723.56**	**5,220.6**
1-7-15 FINANCIAL					
1-7-151-0 INSURANCE	16,851.00	0.00	9,013.81	7,837.19	0.0
Total FINANCIAL	**16,851.00**	**0.00**	**9,013.81**	**7,837.19**	**0.0**
Total HIGHWAY	**622,986.00**	**0.00**	**305,012.96**	**317,973.04**	**45,268.5**
1-7-8 SPECIAL - ROADS					
1-7-801-A FEMA - 7/17 flood damage	0.00	0.00	12,851.04	-12,851.04	0.0
1-7-804-C SALT STORAGE BUILDING	0.00	0.00	7,517.70	-7,517.70	0.0
1-7-804-D SCRABBLE HILL AOT GRANT	0.00	0.00	57,132.71	-57,132.71	29,153.8
Total SPECIAL - ROADS	**0.00**	**0.00**	**77,501.45**	**-77,501.45**	**29,153.8**
Total HIGHWAY, FINANCIAL,SPECIA	**622,986.00**	**0.00**	**382,514.41**	**240,471.59**	**74,422.3**
1-8 GENERAL GOVERNMENT					
1-8-2 CLERK, TREASURER, OFFICE					
1-8-21 TOWN CLERK AND TREASURER					
1-8-211-0 TOWN CLERK	31,457.00	0.00	9,678.04	21,778.96	0.0

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-19/20 MTD Pd 5 Nov
1-8-212-0 TOWN TREASURER	27,787.00	0.00	8,549.84	19,237.16	0.00
1-8-213-0 FICA	4,532.00	0.00	1,360.72	3,171.28	0.00
1-8-215-0 SEMINARS	2,500.00	0.00	605.00	1,895.00	0.00
1-8-216-0 HEALTH/DENTAL	8,025.00	0.00	3,727.40	4,297.60	884.91
1-8-217-0 RETIRE EXP	1,363.00	0.00	411.32	951.68	0.00
1-8-218-0 ASSISTANT CLERK	20,443.00	0.00	3,690.20	16,752.80	0.00
1-8-218-A ASSISTANT TREASURER	1,049.00	0.00	0.00	1,049.00	0.00
1-8-219-0 FICA	1,644.00	0.00	282.29	1,361.71	0.00
Total TOWN CLERK AND TREASURER	**98,800.00**	**0.00**	**28,304.81**	**70,495.19**	**884.91**
1-8-22 TOWN BUILDINGS/GROUNDS					
1-8-221-0 ELECTRICITY	1,000.00	0.00	589.81	410.19	285.88
1-8-222-0 HEAT	800.00	0.00	0.00	800.00	0.00
1-8-222-A Water-Town Office	400.00	0.00	180.80	219.20	92.70
1-8-223-0 TELEPHONE	1,450.00	0.00	520.14	929.86	107.40
1-8-224-0 MAINTENANCE	3,000.00	0.00	460.59	2,539.41	460.59
1-8-225-A Equipment Lease	1,800.00	0.00	684.30	1,115.70	172.30
Total TOWN BUILDINGS/GROUNDS	**8,450.00**	**0.00**	**2,435.64**	**6,014.36**	**1,118.87**
1-8-23 GENERAL CLERICAL					
1-8-230-0 CLEANING	1,700.00	0.00	540.00	1,160.00	0.00
1-8-231-0 SUPPLIES	2,500.00	0.00	1,424.50	1,075.50	236.72
1-8-232-0 LEGAL NOTICES	750.00	0.00	149.16	600.84	149.16
1-8-234-0 Bank Fees	150.00	0.00	10.00	140.00	0.00
1-8-235-0 POSTAGE	1,700.00	0.00	981.50	718.50	0.00
1-8-236-0 RECORD SUPPLIES & RESTORA	4,200.00	0.00	1,093.29	3,106.71	393.29
1-8-237-0 OFFICE EQUIPMENT	200.00	0.00	0.00	200.00	0.00
1-8-238-0 COMPUTER HARD/SOFTWARE	1,000.00	0.00	201.98	798.02	129.99
1-8-239-0 COMPUTER SUPPORT SERV.	2,750.00	0.00	2,260.81	489.19	800.00
Total GENERAL CLERICAL	**14,950.00**	**0.00**	**6,661.24**	**8,288.76**	**1,709.16**
1-8-240-0 Payroll Services	2,000.00	0.00	603.05	1,396.95	36.12
1-8-250-0 Elections	750.00	0.00	0.00	750.00	0.00
Total CLERK, TREASURER, OFFICE	**124,950.00**	**0.00**	**38,004.74**	**86,945.26**	**3,749.06**
1-8-3 TOWN OFFICERS					
1-8-311-0 SELECTBOARD	4,369.00	0.00	0.00	4,369.00	0.00
1-8-311-A SELECTBOARD ASSISTANT	22,000.00	0.00	13,178.26	8,821.74	84.68
1-8-311-B SELECT BOARD ASSTNT EXPNS	3,000.00	0.00	2,850.72	149.28	25.47
1-8-312-0 SELECTBOARD EXPENSES	1,000.00	0.00	400.00	600.00	400.00
1-8-312-A WEB SUPPORT	500.00	0.00	0.00	500.00	0.00
1-8-313-0 LEGAL SERVICES	15,000.00	0.00	3,165.50	11,834.50	0.00
1-8-314-0 PLANNING COMMISSION	3,000.00	0.00	60.00	2,940.00	0.00
1-8-315-0 Development Review Board	300.00	0.00	124.50	175.50	0.00
1-8-315-A DRB Admin. Assistant	2,200.00	0.00	320.73	1,879.27	0.00
1-8-315-B Due to Zoning Admin for F	0.00	0.00	-548.00	548.00	0.00

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-19/20 MTD Pd 5 Nov
1-8-315-C FICA	2,440.00	0.00	1,025.15	1,414.85	0.0(
1-8-315-D Delinquent Tax Collector	3,331.00	0.00	0.00	3,331.00	0.0(
1-8-315-E DRB TRAVEL	350.00	0.00	19.90	330.10	19.9(
1-8-321-0 LISTERS	500.00	0.00	0.00	500.00	0.0(
1-8-321-A APPRAISAL SERVICES	10,000.00	0.00	5,000.00	5,000.00	2,500.0(
1-8-322-0 LISTERS EXPENSE	150.00	0.00	0.00	150.00	0.0(
1-8-325-0 TAX MAPPING	500.00	0.00	0.00	500.00	0.0(
1-8-331-0 AUDITORS	167.00	0.00	0.00	167.00	0.0(
1-8-332-0 MODERATOR	139.00	0.00	0.00	139.00	0.0(
1-8-333-0 BALLOT CLERKS	700.00	0.00	127.50	572.50	127.5(
1-8-334-0 BD. OF CIVIL AUTHORITY	100.00	0.00	0.00	100.00	0.0(
1-8-342-0 TOWN REPORTS	1,000.00	0.00	0.00	1,000.00	0.0(
1-8-343-0 POSTAGE TOWN REPORTS	300.00	0.00	0.00	300.00	0.0(
1-8-344-0 RECORDS AUDIT	11,500.00	0.00	555.00	10,945.00	0.0(
1-8-348-0 HEALTH OFFICER STIPEND	300.00	0.00	0.00	300.00	0.0(
Total TOWN OFFICERS	**82,846.00**	**0.00**	**26,279.26**	**56,566.74**	**3,157.5**
1-8-4 LOCAL & REGIONAL 400					
1-8-411-0 WATERBURY FIRE CONTRACT	114,000.00	0.00	57,000.00	57,000.00	57,000.0
1-8-411-A MORETOWN FIRE CONTRACT	3,000.00	0.00	3,000.00	0.00	0.0
1-8-412-0 Emergency Management	1,000.00	0.00	0.00	1,000.00	0.0
1-8-413-0 WATERBURY LIBRARY	700.00	0.00	30.00	670.00	0.0
1-8-415-0 CEMETERY COMMISSION	2,700.00	0.00	0.00	2,700.00	0.0
1-8-416-0 DOG Catcher	555.00	0.00	0.00	555.00	0.0
1-8-416-1 Animal Control	500.00	0.00	0.00	500.00	0.0
1-8-417-0 Town Forest	200.00	0.00	0.00	200.00	0.0
1-8-421-0 COUNTY TAX	13,800.00	0.00	13,455.00	345.00	0.0
1-8-422-0 Central VT Solid Waste	1,400.00	0.00	1,337.00	63.00	0.0
1-8-423-0 VLCT	2,624.00	0.00	2,624.00	0.00	0.0
1-8-423-1 Central VT Reg'l Planning	1,604.00	0.00	1,604.40	-0.40	0.0
1-8-423-2 State Police Advisory Boa	50.00	0.00	0.00	50.00	0.0
1-8-423-3 Waterbury Ambulance	24,950.00	0.00	24,949.75	0.25	0.0
1-8-425-0 CENT VT. COUN ON AGING	100.00	0.00	0.00	100.00	0.0
1-8-426-0 CENT VT. HOME HEALTH	2,650.00	0.00	0.00	2,650.00	0.0
1-8-428-0 CENT VT. CTR. FOR IND.	150.00	0.00	0.00	150.00	0.0
1-8-429-0 AMERICAN LEGION	150.00	0.00	0.00	150.00	0.0
1-8-430-0 Green Up Vermont	100.00	0.00	0.00	100.00	0.0
1-8-432-0 CIRCLE	200.00	0.00	0.00	200.00	0.0
1-8-433-0 Home Share Now	300.00	0.00	0.00	300.00	0.0
1-8-434-0 WTBY SENIOR CITIZENS	3,000.00	0.00	0.00	3,000.00	0.0
1-8-435-0 DUXBURY FOOD SHELF	625.00	0.00	0.00	625.00	0.0
1-8-436-0 WASH COUNTY YOUTH SERVICE	250.00	0.00	0.00	250.00	0.0
1-8-437-0 PEOPLE'S HEALTH &WELLNESS	250.00	0.00	0.00	250.00	0.0
1-8-441-0 Red Cross	250.00	0.00	0.00	250.00	0.0
1-8-444-0 CHILDRENS ROOM	500.00	0.00	0.00	500.00	0.0
1-8-448-0 Central VT Adult Basic Ed	300.00	0.00	0.00	300.00	0.0
1-8-449-0 FAMILY CENTER/WASH. CTY	100.00	0.00	0.00	100.00	0.0
1-8-450-0 Sex'l Assualt Crisis Cent	150.00	0.00	0.00	150.00	0.0
1-8-450-2 Wash Cnty Mental Health	150.00	0.00	0.00	150.00	0.0

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-19/20 MTD Pd 5 Nov
1-8-450-4 VT RURAL FIRE PROTECT TAS	100.00	0.00	0.00	100.00	0.00
Total LOCAL & REGIONAL 400	**176,408.00**	**0.00**	**104,000.15**	**72,407.85**	**57,000.00**
Total GENERAL GOVERNMENT	**384,204.00**	**0.00**	**168,284.15**	**215,919.85**	**63,906.61**
Total General Fund	**1,007,190.00**	**0.00**	**550,798.56**	**456,391.44**	**138,328.98**
2-7-800-0 Gravel Pit Expense	0.00	0.00	224.00	-224.00	224.00
Total Sand & Gravel Escrow	**0.00**	**0.00**	**224.00**	**-224.00**	**224.00**
3-7-600-0 EXCAVATOR PMT - KANSAS SB	0.00	0.00	28,140.55	-28,140.55	0.00
3-7-600-1 2016 Tandem pmt - CNB	0.00	0.00	33,622.31	-33,622.31	0.00
Total Capital Reserve Fund	**0.00**	**0.00**	**61,762.86**	**-61,762.86**	**0.00**
Total Reappraisal Escrow	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Total Pavement Escrow	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Total Preservation Escrow	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Total Forest Escrow	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
B-7-800-0 River Rd Mit Grant Exp	0.00	0.00	24,391.91	-24,391.91	8,452.00
Total River Road Mit. Grant	**0.00**	**0.00**	**24,391.91**	**-24,391.91**	**8,452.00**
Total All Funds	**1,007,190.00**	**0.00**	**637,177.33**	**370,012.67**	**147,004.98**

Town of Duxbury
Selectboard Assistant Report
11/25/19 Selectboard Meeting

1. **Grants In-Process**

   a. **Crossett Hill Road Slide (Planning Phase) – FEMA (DR-4330)**

      i. FEMA is still working on developing the Benefit-Cost Analysis (BCA) for this project. A meeting is scheduled for Tuesday, November 26th to go over any outstanding items needed to run a positive BCA.

   b. **Scrabble Hill Road Stabilization – Municipal Highway & Stormwater Mitigation FY19**

      i. A meeting was held on Monday, November 25th with Jonathan, Kyle, DuBois & King, VHB, and VTrans to discuss the outcome of the alternatives presentation.

   c. **Salt/Sand Shed – Municipal Highway & Stormwater Mitigation FY19**

      i. No Update – On hold until the determination on the grant application submitted for the Highway Department materials storage.

   d. **Camels Hump Road Scoping Study – Transportation Alternatives FY19**

      i. A list of design consultants was sent to the Selectboard for review prior to the November 25 meeting. During this meeting, one of the consultants will be selected to submit a request for proposals.

   e. **River Road Paving – Class 2 Town Highway Road Program**

      i. This Request for Proposals will be submitted to the board for review prior to the December 9th Selectboard meeting for review. It will then go out to bid for one month. This construction will take place in spring 2020.

   f. **Ryan Road Culvert Replacement – Better Roads FY20**

      i. This Request for Proposals will be submitted to the board for review prior to the December 9th Selectboard meeting for review. It will then go out to bid for one month. Construction will take place between July 1, 2020 and October 1, 2020.

g. **May 2019 Flooding Event – VTrans Emergency Grant**

i. Percy has completed all of the work on this project. A site inspection with VTrans is the next step before submitting a reimbursement request.

h. **April 2019 Flooding Event – FEMA (DR-4445)**

i. All of the documentation regarding this event has been submitted to FEMA for review as of October 28. The remaining work to be completed includes ditching, stone lining, adding road material, grading, and adding guardrail to Richardson Road. The ditching will take place this week with the work being concluded hopefully by Thanksgiving. The road material, grading, and guardrail work will take place this spring after the snow is gone.

2. **Grants – Under Review**

a. Scrabble Hill Road Stabilization – Municipal Highway & Stormwater Mitigation FY20

b. Duxbury Highway Department Stormwater Project – Municipal Highway & Stormwater Mitigation FY20

c. Morse Road Culvert Replacement – VTrans Emergency Grant

d. Main Street/River Road Intersection Improvements – Transportation Alternatives FY20

3. **Grants – Currently Writing**

a. Duxbury Road Erosion Inventory – Better Roads FY21

b. Camels Hump Road Culvert Replacement – Better Roads FY21

c. Stevens Brook Road Culvert Replacement – Hazard Mitigation Grant Program

d. Atwood Road Culvert Replacement – VTrans Structures Grant

4. **November 1, 2019 Storm**

- The town has received estimates from contractors for the repairs on Camels Hump Road. This is the last repair to be completed other than the permanent replacement of the Scrabble Hill Road culvert.

- The state will be requesting a Public Assistance Disaster Declaration by the end of November, and a decision by FEMA and the President usually takes between 2 and 8 weeks.

- A number of private residences have also been damaged to varying degrees. Towns are asked to ensure residents with damage report it to Vermont 2-1-1. This information will inform a decision to seek federal aid for private homeowners.

5. Other Items

- New timecard format for Selectboard Assistant

Dale E. Percy, Inc.

Excavation Contractors

11/19/19

Town of Duxbury
5421 VT RT 100
Duxbury, VT 05676

RE: Camels Hump Road Repair

Thank you for the opportunity to provide pricing for you on this project. After speaking with you and reviewing the engineer's specifications, we have the following proposal for you:

- Repair washout by utilizing 4 to 6 foot rip-rap as base material to build a retaining wall along the Ridley Brook. 4-6 foot rip-rap will rise approximately 8 feet from the bottom of the brook bed, using a 6' vertical to 1' batter.
- The large rock will be backed and topped using Type II stone. The top stone material will be sloped at a ratio of 1.5' vertical to 1' horizontal to edge of roadway
- Roadway will be topped with 1 ¼" gravel material and rolled for compaction
- Install new steel guardrails (200 ft) along river bank where repairs take place

$43,900

Regards,

Hugh Albright
Project Manager/Estimator
hugh@dalepercyinc.com
Dale E. Percy Inc.
253-8503 w

J. HUTCHINS, INC.

EXCAVATION CONTRACTING

To:	Town Of Duxbury	**Contact:**	Jonathan DeLaBruere
Address:	5421 VT Route 100	**Phone:**	
	Duxbury, VT 05676	**Fax:**	
Project Name:	Town Of Duxbury (Camels Hump Road)	**Bid Number:**	
Project Location:	Camels Hump Road, Duxbury, VT	**Bid Date:**	11/25/2019

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
100	Camels Hump Road Repair	1.00	LS	$81,260.66	$81,260.66

Total Bid Price: $81,260.66

Notes:

- JHI is not responsible for liquidated damages or any disincentives associated with this work as quoted
- Pricing is valid for 30 Days
- J Hutchins Assumed daily road closures due to the existing road width, and that the road will be re-opened at the close of each work day.
- J Hutchins price is for the following: Excavate toe of slope for 200 lf to place large stone along road slope for the same 200 lf area, place Type 2 stone as backfill behind large stone, repair road base with Fine Graded subbase material and place 200 LF of Guiderail with 2 anchors.
- J Hutchins Price includes one mobilization to do this work.
- J Hutchins excludes any temporary sheeting along stream bed to complete this work.
- J Hutchins assumed in pricing the trucks loaded with materials for this project will be able to deliver full loads to the site as the road is posted for 24,000, if this is not the case than extra trucking will be billed on an time and material bases.

Payment Terms:

Payment due within 30 days of invoice

ACCEPTED:

The above prices, specifications and conditions are satisfactory and are hereby accepted.

Buyer: _____

Signature: _____

Date of Acceptance: _____

CONFIRMED:

J. Hutchins, Inc.

Authorized Signature: _____

Estimator: Rory Rotella
802-877-9651 Rory@jhutchinsinc.com

Avery Excavation INC
2316 Baptist Street
Williamstown, VT 05679
802-433-1655

ATT: TOWN OF DUXBURY

REPAIRE OF CAMEL'S HUMP ROAD WASH OUT ABOVE SCRABBLE HILL

AVERY EXCAVATION AGREES TO

DIG OUT AND PLACE RIP RAP TO JASON BORG DETAIL

INSTALL 200' OF GUARD RAIL AND 2-ANCHORS

GRAVEL EDGE OF ROAD WITH 18'' GRAVEL

FOR A LUMP SUM OF $32,400.00

Michael Avery

VERMONT

State of Vermont
Department of Forests, Parks and Recreation
1 National Life Drive, Davis 2
Montpelier VT 05620-3801
www.vtforest.org

Agency of Natural Resources

[tdd] 800-253-0191

November 12, 2019

The Town of Duxbury Select Board
5421 VT Route 100
Duxbury, VT 05676

Dear Select Board Members,

I have been asked to estimate the tax implications of the proposed acquisition by the Vermont Department of Forests, Parks and Recreation of a parcel owned by the Green Mountain Club, Inc. (SPAN 189-060-10216) located on either side of River Road in Duxbury. The State does not pay property taxes, but it does make a payment in lieu of taxes (PILOT) that is derived from the town tax rate and the assessed parcel value at the time of acquisition. Please see the web page at https://fpr.vermont.gov/state_lands/acquisition/pilot-program for a discussion of the PILOT process. The table below illustrates the PILOT payments that the Town of Duxbury would receive annually for the parcel. In summary, the Town of Duxbury would receive the same amount in the year of acquisition through the PILOT program, as the Town would receive if the land was privately owned, minus the $0.29 the Town currently receives as a "Local Agreement." Calculations are based on the Town of Duxbury Tax Bill dated August 14, 2019.

PILOT Calculation				
SPAN	***Assessed Value***	***Municipal Tax Rate***	***Equation***	***PILOT Due***
189-060-10216	$16,200	0.5717	$16,200/100 (0.5717)	$92.62
			Total PILOT Payment	***$92.62***

Because the non-residential tax rate is set Statewide, and because the non-residential school tax is paid into the State Education Fund, the loss of the school tax on this parcel would be made up by all property taxpayers in the State, and not by Duxbury taxpayers alone. As such, the education funds received by the Town from the State Education Fund are not impacted and the impact on individual taxpayers is extremely minuscule.

Sincerely,

Niels Rinehart

11.22.19 DRAFT*

Town of Duxbury, Vermont
Class 4 Roads and Trails Policy

1. Purpose

The purpose of this Policy is to state the Town of Duxbury's maintenance practices for Class 4 roads and trails, and to describe other possible maintenance of and access to Class 4 roads, **[and to establish permissible uses of trails???].**

2. Definitions

a. **"Highway"** shall mean a public road or highway that is classified as class 1, 2, 3 or 4. Class 1, 2, and 3 highways are defined for the purpose of receiving state aid and are passable with a pleasure vehicle on a year-round basis.

b. **"Class 4 highways"** are all highways not falling under definitions of Class 1, 2, or 3 highways set forth in 19 V.S.A. § 701.

c. **"Trails"** are legal trails on public rights-of-way that are not highways.

d. **"Selectboard"** shall mean the Selectboard of the Town of Duxbury.

e. **"Town"** shall mean the Town of Duxbury.

f. **"Right of Way Permit" or "Permit"** shall mean a permit authorized by the Selectboard for access to a Town highway pursuant to 19 V.S.A. § 1111.

3. Summer Maintenance by the Town

It is the policy of the Town of Duxbury that the public good, necessity, and convenience of the Town's inhabitants calls for basic summer maintenance of some, but not all, Class 4 highways, limited in cost as budgeted and approved by the Selectboard on an annual basis. Basic maintenance typically will mean shaping and grading yearly or every other year. Basic maintenance may also include use of materials such as stone and gravel at the direction of the Selectboard and/or discretion of the Road Foreman. Such summer maintenance will take place only on Class 4 highways deemed by, and at the discretion of, the Road Foreman and/or Selectboard to be suitable for use of Town equipment and materials, based on factors including condition, topography, slope, use, whether the road meets VTrans Standard A-76, and whether there is adequate turn-around space either within the Town right-of-way or on private land licensed to the Town for such use.

The Selectboard may elect to list Class 4 town highways which it determines should be maintained and which are suitable for use of Town equipment and materials in Appendix A to this Policy, which Appendix may be updated from time-to-time without need to revise/update the entire Policy.

The Town will provide no summer maintenance of trails unless, on a case-by-case basis, the Selectboard determines that the public good, necessity, and convenience of the Town's inhabitants call for some basic summer maintenance.

Any summer maintenance by the Town of a Class 4 highway or trail will in no way obligate the Town to perform any additional maintenance or repairs of any nature on a highway or trail so maintained, or upon any other Class 4 highway or trail.

4. Winter Maintenance

It is the policy of the Town of Duxbury that the public good, necessity, and convenience of the Town's inhabitants call for there to be no winter maintenance by the Town of Class 4 highways and trails. However, the Road Foreman may exercise discretion to use Town equipment to push back snow banks on Class 4 highways listed on Appendix A provided site conditions allow for adequate turnaround.

Any winter maintenance by the Town of a Class 4 highway will in no way obligate the Town to perform any additional maintenance or repairs of any nature on a highway so maintained or upon any other Class 4 highway.

Plowing by private parties shall only be allowed with an advance permit agreed to by the Selectboard pursuant to section 7 of this Policy.

5. Damage; Bridges and Culverts

It is the policy of the Town of Duxbury that the public good, necessity, and convenience of the Town's inhabitants does not call for the Town to regularly maintain, repair, or replace (a) damaged Class 4 highways and trails or (b) bridges and culverts located on Class 4 highways and trails. However, the Selectboard may exercise discretion to determine, on a case-by-case basis, that the public good, necessity, and convenience of the Town's inhabitants does call for such maintenance, repair or replacement in a particular situation. The Town makes no representations as to the condition of bridges or culverts located on Class 4 highways and trails. All public use of Class 4 highways and trails, including those on which culverts or bridges are located, is at the risk of the user.

6. Control

The Selectboard shall exercise control of Class 4 roads and trails to ensure their integrity as a public right-of-way by means which may include, but are not limited to, the following:

a. Enforcement of vehicle weight limits.
b. Prohibition or restriction of wheeled vehicle use during mud and snow season. Signs and barriers may be used to accomplish this purpose.
c. Requirements for temporary permits for heavy equipment access may be imposed and the stipulation included that any highway damaged will be repaired by or at the expense of the user; posting of bond or other security

to guarantee that repairs are made may be required as a condition of any permits.

d. Speed limits may be established.

7. Maintenance and Right of Way Access

a. Any person who wishes to perform or arrange for the repair, maintenance, improvement, restoration, or installation on a Class 4 highway may do so only after receiving a signed right of way permit from the Selectboard via application made to the Road Foreman. Permission for repair, maintenance, improvement, restoration, or installation shall only be given in accordance with 19 V.S.A. § 1111.

b. All such work within a highway right-of-way shall be in conformance with current Town highway specifications and the highway shall be left in as good as or better condition than when permission was granted. In addition, the Selectboard may attach any or all of the following conditions to the Permit:

   i. Posting of a surety bond or damage deposit with the Town in an amount that reflects reasonable estimates of repairs that may be necessary in the event of noncompliance with the provisions of this Policy or permit conditions issued for the project;

   ii. Supervision by the Road Foreman; and

   iii. Any other reasonable conditions as deemed necessary.

c. By submission of an application for a Right of Way Permit, the applicant agrees to bear all costs associated with the work on the highway, that all the requirements for signage, work safety, and public safety required by law or reasonable prudence will be adhered to in connection with the work done under the Permit, and that all work will be done in conformance with the Permit. The applicant also agrees that the applicant and the applicant's agents shall not hold the Town responsible for any claims or injuries which may arise out of the work, and agrees to indemnify and hold the Town harmless against legal liability for any and all damage, loss or claim associated with the work. The Selectboard encourages permit applicants to consult with the Road Foreman prior to submitting an application. Access permit application forms are available from the Town.

d. If a Class 4 road is to be used in connection with land development, compliance with the Town of Duxbury Land Development Regulations and approval by the Administrative Officer and/or by the Development Review Board, as may be specified in said Regulations, is required. Without limiting the foregoing, any such use of a Class 4 road must meet applicable VTrans Town Road and Bridge Standards.

8. Use of Trails

????

Adopted by the Selectboard this __ day of _____, 20___

_____

_____

_____

_____

_____

APPENDIX A - CLASS 4 ROADS MEETING TOWN MAINTENANCE CRITERIA (as of _____, 2019

ROAD # AND MILEAGE	LOCAL
H26/0.37	Ryan Road
H5/0.51	Marshall Road

November 25, 2019

CHAMPLAIN
ROOFING

BID

Remove snow from Duxbury Town Garage roof – Approx 68 Sq

With 24 hour Notice
$800 – for each occurrence with 4" or less of snow
$1200 – if snow has accumulated from 4" to 6"
$1400 – if snow has accumulated more than 6"

No Notice or Emergency
$1800 for after hours /emergency removal

- Quote expires 30 days from today's date.
- Town to provide access to electrical outlet for necessary equipment.

Brian Horton
802.417.9113

Stromme Properties LLC

PO Box 26
Waterbury, VT 05676

Estimate

Date	Estimate #
11/21/2019	69

Name / Address
Town of Duxbury

Project

Description	Qty	Rate	Total
Remove snow from Town Garage roof as needed (per event)		400.00	400.00
		Total	$400.00

Title	Source	Total Project Amount	Fed/State Match	Local Match	Fed/State Match	Local Match	Start Date	End Date
Scrabble Hill Road Stabilization	Municipal Highway & Stormwater Mitigation Award FY 19	$ 253,000.00	80%	20%	$ 202,400.00	$ 50,600.00	12/1/18	12/31/22
Salt/Sand Storage Facility	Municipal Highway & Stormwater Mitigation Award FY 19	$ 358,169.00	80%	20%	$ 286,535.20	$ 71,633.80	12/1/18	12/31/22
Crossett Hill Road Slide - Phase 1	FEMA	$ 141,717.01	87.5%	12.5%	$ 124,002.38	$ 3,342.62		2/16/20
Crossett Hill Road Slide - Phase 2	FEMA	$ 654,622.96	87.5%	12.5%	$ 572,795.09	$ 81,827.87		2/16/20
Camels Hump Road Scoping Study	Transportation Alternatives FY 19	$ 115,000.00	80%	20%	$ 115,000.00	$ 23,000.00	8/26/19	12/31/24
Ryan Road Culvert Replacement	Better Roads FY20	$ 26,557.50	80%	20%	$ 21,246.00	$ 5,311.50	7/1/19	6/30/20
River Road Paving	Class 2 Town Highway Road Program FY20	$ 218,750.00	80%	20%	$ 175,000.00	$ 43,750.00	7/1/19	12/31/21
May 2019 Flood Damage	Vtrans Emergency Grant	$ 299,100.00	90%	10%	$ 269,190.00	$ 29,910.00	8/2/19	12/31/21
Highway Department Storage Area	Municipal Highway & Stormwater Mitigation Award FY 20	$ 300,000.00	80%	20%	$ 240,000.00	$ 60,000.00		
Scrabble Hill Road Stabilization	Municipal Highway & Stormwater Mitigation Award FY 20	$ 755,700.00	80%	20%	$ 604,560.00	$ 151,140.00		
Main Street/River Road Intersection	Transportation Alternatives FY 20	$ 100,000.00	80%	20%	$ 80,000.00	$ 20,000.00		
Morse Road Culvert Replacement	Vtrans Emergency Grant	$ 300,000.00	90%	10%	$ 270,000.00	$ 30,000.00		
Camels Hump Road Culvert Replacement	Better Road FY21	$ 60,000.00	80%	20%	$ 48,000.00	$ 12,000.00		
Duxbury Road Erosion Inventory	Better Road FY21		80%	20%				
	Total Costs:	**$ 3,582,616**			**$ 3,008,729**	**$ 582,516**		

Scrabble Hill Road

Project Management		
	Invoice Date	Invoice Amount
	6/13/19	4411.67
	6/22/19	4099.43
	7/21/19	1507.39
	8/18/19	1371.18
	9/14/19	2540.31
	10/12/19	3232.32
	11/7/19	829.52
Total Contract		
$ 23,000.00		
Total Spent		
$ 17,991.82		
Engineering		
	Invoice Date	Invoice Amount
	8/28/19	17820.26
	10/24/19	21854.28
	11/6/19	6470.06
Total Contract		
$ 144,627.47		
Total Spent		
$ 46,144.60		

Salt Building

Engineering		
	Invoice Date	Invoice Amount
	6/20/19	2923.55
	7/25/19	835.00
	9/23/19	3758.85
Total Contract		
$ 41,765.00		
Total Spent		
$ 7,517.40		

Duxbury Selectboard Meeting
Monday, November 25th, 2019

Name	Address	Affiliation
Jonathan DeLaBruere		Town of Duxbury
Mike Verillo	17 Stowe Street Apt 5	Waterbury Record
Ben MacKinney	450 Ryan Rd	Taxpayer
Scott Stockwell	325 Andrew	Resident
Gannon Osborn		VT FPR
Mollie Flanigan		GMC
Mark Morse		Resident
Jeff Forbes.		