

## Duxbury Select Board Meeting

December 10, 2012

Members Present: Richard Charland, Mo Lavanway, Maureen Harvey, Dawn Poitras,

Attending: Ken Scott, Debbie Sweester, Shirley Marshall, Kristin Fountain, Phyllis Arsenault-Berry, Shaune Perry, Bob Magee, Adam Magee, Ken Scott, Lars Dickson, Mame McKee, Jeff Poitras, Dan Cordoza and Leon Dunbar.

Call to order: 6:00 p.m.

Minutes Presented:

November 12<sup>th</sup>: change needed by adding an "e" to the word foreman. Motion to accept by Maureen Harvey, 2<sup>nd</sup> by Mo Lavanway. All in favor.

November 26<sup>th</sup>: Motion to accept by Maureen Harvey, 2<sup>nd</sup> by Mo Lavanway. All in favor.

Citizen Report:

Lars Dickson, wondering about the dump site on river road east side of the dam that should be cleaned up. Wondering if he should do it or the road crew. Adam stated that Green Mountain Power was supposed to clean it up since they pulled it up from their property. Adam will check in with them to see what their plan is.

Phyllis thanked the road crew for a great job on the roads in their area.

Reports:

Highway: Adam said we have gone from frozen roads to mud road. Minor issue with equipment break down with the 2003 truck, the thermostat went, was repaired. Then 2 sander valves went last week with the 2009 and 2003 truck. Reason for the 2009, was improper installation by past employee and the 2003 was installed by Tenco. Future cost for valve for the 2009 is \$500.00 which will be budget for next year budget.

Two loads of stone were dumped on River Road by Chapman's road. The cause for the need is unknown, Adam will continue to monitor.

Adam is talking with truck companies for new truck and body equipment for possible purchase.

Adam is working on the budget line for next year budget. This includes the purchase of specific fluid for the trucks.

Town Treasurer:

Questions regarding expenses line 111 and 111A. Ken stated that the gravel and sand may have been miss-coded. Ken will check it out and provide a print out for the board at next meeting.

Protective gear needs to be separated from uniform line.

Code 400 expenses are missing information. Ken will correct report and re-submit it.

Anticipated revenue of \$52,500.00 the transfer happened in the beginning of December.

Ken stated that the deadline for a prepared budget is January 15<sup>th</sup>. A working meeting for the budget is set for December 26<sup>th</sup> at 5:00 p.m. with the select board.

Jeff Poitras asked if police coverage is part of the budget plan. Dawn will research the options with sheriff's department and bring information to the board.

Richard asked if there was a credit with Air Gas, Adam stated there was an issue with the welder due to employee error. Adam is waiting for the bill and then will be able to see if there is still a credit.

R. Brown salvage sent a check to the town for \$190.00 Ken wanted to know what the board wanted to do with it. Check needs to be deposited into unanticipated revenue.

ROAD COMMITTEE:

Mo reviewed the minutes from the last meeting. Issue is compressor needs to be moved from the boiler room due to condensation. It is estimated at \$500.00 or less. Adam will work on this. Also the road committee is recommending that we continue working with Radio North due to: 1. Past work relationship. 2. Made a commitment to complete the work by date given. 3. No response from Burlington communication.

EMERGENCY MANAGEMENT:

Bob Magee stated he had quotes from Washington Electric to complete the site on Ward Hill at a cost of \$1970.00 delivered, installed plus meter will be placed on pole with repeater. Mary Weatherall is all set and has asked for an agreement that is basic. Lars gave a copy of the agreement for the board to review. The agreement will be sent out for signature.

Richard asked about the cost of the electrical cost associated with the installation, after discussion, Motion was made by Dawn Poitras not to spend more than \$5000.00 for the electrical and installation of necessary equipment for the repeaters for Ward Hill and Mountain View sites. 2<sup>nd</sup> by Maureen Harvey, all in favor.

Shawnee reported after going through inventory list it was noticed that there were no first aid kits in the trucks or garage. Board asked for them to be purchased and placed where necessary.

Lars reported after having conversation the cots will stay where they are now.

Bob reported that the paper work was received for the generator. Shawnee reported she has emailed and telephoned the contact person and has not received a response from her at this time. Shawnee has contacted our state representative to see if he could help move the process. There is a 50% match of this grant to keep in mind for budget purposes.

Historical Society:

No report

Old Business:

FEMA 1995 audit has been completed. Richard thanked Maureen on behalf of the board for all her work with this process. Maureen reported that we are \$129,000.00 to the good. Some problems have arisen with permits and contracts with the engineers and contractors. Maureen will work on this after Christmas.

AOT grant: Pollander work has have been reimbursed \$108,000.00 for the work. Bridge #41 paper work has been processed.

Richard asked where we stand with the bank regarding extension on note. Ken stated that the bank has not had urgency since Maureen provided a spreadsheet to them. Ken will follow up with the bank and provide information to the board.

Gravel Pit: Richard reported we received a letter from John Grenier stated that the work at the pit has been completed except for tree planting which will happen in the spring. John Grenier will also provide a letter to the State of Vermont with the information provided to the board. Richard stated that he followed up regarding questions Dawn had about the gravel pit. Richard has sent a registered letter to Steve Manosh regarding the commitment he made to Town of Duxbury. Mr. Manosh needs to respond by December 21, 2012 or the Town of Duxbury will take further action.

Dawn asked about the sand in the gravel pit wondering if it is where it needs to be for the winter months. Mo said it was.

River Road project is done. Waiting for the bill from McDonald's for the loading, sweeping etc. The estimated is to be at \$700.00 based on conversation that Mo has had with them.

Culvert on Ward Hill, Mo spoke with Mr. Frazer regarding the culvert size and cost. Mr. Frazer is looking for his own culvert and cost. Mo said he has not heard from him and will follow up with him in the spring.

Town Audit Report:

Based on the information of the audit the following was asked of Ken Scott:

Cash Receipt System: Ken was asked to set up a numbered receipt system for the town.

Separation of Duties: Ken reported that Deb and he do the deposit and checks together. Also, there was a discussion regarding reconciling of monthly bank statements. Ken reported that the auditor does this at the end of the year. The board has asked Ken to do this monthly. Ken said he would do it.

Maureen asked Ken to put statements in the board's folder so there is some comparison to the invoices. For example credits. After discussion, Ken would do this.

Approval of invoices had been dealt with previously.

Property Tax Reconciliation: Ken and Richard are going to call the auditor to get clarity regarding his statement written in the audit report.

Mo asked how does the grand list process work. Ken explained the process with the computer system.

#### NEW BUSINESS:

HMGP: Project regarding Cubit home buyout was accepted by the State of Vermont and forward to FEMA with recommendation to move the project forward.

Fire Contract with Waterbury: Richard received information from Bill Sheplik stated that the cost of services will have a slight increase, which will go from \$102,180.00 to \$102,835.00.

CVRP: Assessment has not been done. The cost is \$1403.85.

Road naming: Mo did some research regarding the road naming of Ryan Road/Berno Road. According to Dan Cordoza the select board makes the decision regarding road naming. There are certain criteria for E911. It is required to have Private signs up on the roads that are private. Adam will look into the cost of private signs.

Access Permit Application: Mo reviewed the new form regarding access, curb cuts and culverts. It was suggested that the road foreman make notes regarding disposal of debris on the permit.

At 7:56 p.m. motion to adjourn was made by Maureen Harvey and 2<sup>nd</sup> by Mo LaVanway. All in favor.