

## Duxbury Selectboard Meeting Minutes

Monday, December 9, 2019

Note: The complete audio recording of this meeting may be found at [www.duxburyvermont.org](http://www.duxburyvermont.org)

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

### CHANGES TO THE AGENDA

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. Add Town Garage under New Business</li> <li>2. Add Waterbury Record Article Response under New Business</li> </ol>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

### CITIZENS AND VISITORS TO ADDRESS THE BOARD

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. Jeff Poitras               <ol style="list-style-type: none"> <li>a. Expressed concern about the potholes on Main Street as they pose a safety problem for travelers.</li> <li>b. Was approached by members of the biking community complaining about River Road not being sanded.</li> </ol> </li> <li>2. Mame McKee – Expressed concern about the condition of Crossett Hill Road and explained that in the snow-covered road, you can see the erosion on the shoulder.</li> </ol>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Touch base with Jeff and get the contact information of the bikers and reach out to invite them to attend a Selectboard meeting	Dan	12/23/19

**APPROVAL OF MINUTES**

DISCUSSION	<ol style="list-style-type: none"> <li>1. Motion by Dan, second by Jerry, all in favor of approving the 11/25/19 Selectboard regular meeting minutes as posted.</li> <li>2. Motion by Mari, second by Jerry, all in favor of approving the 12/2/19 Selectboard special meeting minutes as posted.</li> </ol>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

**REVIEW OF SELECTBOARD MAIL**

DISCUSSION			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

**REPORT: HIGHWAY FOREMAN**

DISCUSSION	See attached report		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

**REPORT: TOWN TREASURER**

DISCUSSION	David has been training Maureen in the town treasurer duties. This has been going extremely well.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

**REPORT: SELECTBOARD ASSISTANT**

DISCUSSION	<p>See attached report</p> <ol style="list-style-type: none"> <li>1. <b>Camels Hump Road Scoping Study Project</b> – Motion by Dan, second by Jerry, of submitting a request for proposal to DuBois&amp; King for the design engineering services. Board members voted the following way: <ul style="list-style-type: none"> <li>• Dan – Yes</li> <li>• Jerry – Yes</li> </ul> </li> </ol>		
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	<ul style="list-style-type: none"> <li>• Bob – Yes</li> <li>• Mari – No</li> </ul> <p>2. <b>Ryan Road Culvert Replacement Project</b> – The board asked that this item be deferred until the special meeting on Monday, December 16, 2019. That way they can properly warn this topic in case any members of the public wish to comment before the RFP gets published.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Draft Camels Hump Road Scoping Study RFP for design services to DuBois & King	Jonathan	12/23/19

## NEW BUSINESS

	<p>1. <b>Waterbury Ambulance Design Presentation</b> – Waterbury Ambulance was in attendance at the meeting to give an updated presentation of the design plans for the new Waterbury Ambulance building in Duxbury. There were many different questions asked regarding the capacity of the town’s current septic system, and about parking for both the town and Waterbury Ambulance. These design documents are available on the town website or by emailing the Selectboard Assistant, Jonathan DeLaBruere, at <a href="mailto:duxbury.sb.assistant@gmail.com">duxbury.sb.assistant@gmail.com</a>. Mark, Executive Director, is also going to be giving another presentation before town meeting day in March 2020. Motion by Dan, second by Jerry, all in favor of having Waterbury Ambulance move forward with their project in the Town of Duxbury.</p> <p>2. <b>Stormwater Runoff Damage to Private Property</b> – Due to Kevin Garcia not being present at the meeting, this item has been moved to the next regular Selectboard meeting on Monday, December 23, 2019.</p> <p>3. <b>Town Garage</b> – The board discussed the next steps with the Town Garage. Jonathan explained that the Town of Fayston Selectboard just recently formed a committee to look at updating their town garage facility, and that Duxbury might want to explore something similar. The board felt that this might take too long, and that there is still a major safety concern. They agreed that they need to review the RFP and once the town finances are better understood, put the RFP back out to the public in hopes that they get more proposals.</p> <p>4. <b>Waterbury Record Article Response</b> – The board discussed the recent Waterbury Record article (December 5) that went over the budget challenges facing Duxbury. In particular there was concern about the discussion on the Waterbury Fire Department contract, and Mari’s comments to the Waterbury Record. There was concern that this is a conflict of interest because her son is the Fire Chief in Moretown. Bill Shepeluk, Waterbury Municipal Manager, will be in attendance at the</p>
DISCUSSION	

	next Selectboard meeting on Monday, December 16 <sup>th</sup> , 2019 to go over the contract and answer any questions the board has as they finalize the town budget for fiscal year 2021.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Add Stormwater Runoff Damage to Private Property to the 12/23/19 Selectboard meeting	Jonathan	12/23/19
Send Town Garage RFP to board for review	Jonathan	ASAP
Add Town Garage RFP to 12/23/19 Selectboard meeting agenda	Jonathan	12/23/19
Forward email sent by Kari Dolan to the entire Selectboard	Jonathan	ASAP

**OLD BUSINESS**

DISCUSSION	<ol style="list-style-type: none"> <li><b>Class 4 Roads and Trails Policy</b> – The board asked for additional time to review the policy drafted by the town attorney. They also felt that all board members should be present when making a decision on this matter.</li> <li><b>Budget Development Working Group</b> – The board continued going through each line item of the town budget.</li> </ol>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Add Class 4 Roads and Trails Policy to the 12/23/19 Selectboard meeting	Jonathan	12/23/19
Send draft of the FY2021 town budget to Lars to distribute to the budget committee before the 12/16/19 Selectboard special meeting	Jonathan	ASAP
ADJOURNMENT	Motion by Dan, second by Jerry, all in favor of adjourning the meeting at 9:25 PM.	

## **Foreman's Report**

**December 9, 2019**

### **Board Meeting**

#### **Road work/Crew work**

- Plow, Sand, Salt as needed
- Maintain equipment
- Clean shop

#### **Foreman Work**

- Budget
- Plow, Sand, Salt
- Check Roads
- Work with crew in shop

#### **Equipment**

- P/U had all repair work necessary for inspection done, including the body work, new windshield and tires. It passed inspection last week.
- TK 2 (2016 Freightliner) will be going to the body shop at some point to get the repair work done from the blown tire. Jonathan spoke with the insurance company about getting the entire hood replaced, which the insurance company did not go for as the damage is repairable.
- TK 3 (2019 International) blew a front tire this past weekend while plowing. The tire was replaced by us out on the road. It caused some minor damage to the back of the mud flap fender area. I will be checking on a price as this piece is a bolt on part and will likely be less than the \$1000 deductible the town has so it would make more sense to pay for it out of pocket.

Submitted by

Kyle Guyette

Road Foreman

Town of Duxbury General Ledger  
Expenditure Report - General Fund  
Current Year Period 6 Dec

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-19/20 MTD Pd 6 Dec
<b>1-7 HIGHWAY, FINANCIAL, SPECIA</b>					
<b>1-7-1 HIGHWAY</b>					
<b>1-7-11 ROADS</b>					
1-7-111-0 SAND	47,000.00	0.00	37,351.75	9,648.25	0.00
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	0.00
1-7-111-A GRAVEL	41,000.00	0.00	13,220.00	27,780.00	560.00
1-7-111-B MAINTENANCE STONE	2,500.00	0.00	1,921.00	579.00	0.00
1-7-111-C DITCHING STONE	11,000.00	0.00	9,295.04	1,704.96	0.00
1-7-112-0 BLASTING/HAMMERING	0.00	0.00	0.00	0.00	0.00
1-7-113-0 SALT	10,800.00	0.00	1,718.34	9,081.66	0.00
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	0.00
1-7-116-0 SIGNS	3,000.00	0.00	1,190.75	1,809.25	0.00
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	0.00	2,000.00	-15,402.58
1-7-117-1 Roadside Mowing	8,000.00	0.00	4,125.00	3,875.00	0.00
1-7-117-2 LINE PAINTING	0.00	0.00	0.00	0.00	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	9,994.00	-7,994.00	800.00
1-7-119-0 RENTALS	3,000.00	0.00	1,602.41	1,397.59	0.00
1-7-119-1 ROAD RECONSTRUCTION	4,000.00	0.00	191.00	3,809.00	159.00
1-7-119-2 Crossett Hill Rebuild	0.00	0.00	0.00	0.00	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
<b>Total ROADS</b>	<b>190,900.00</b>	<b>0.00</b>	<b>134,632.59</b>	<b>56,267.41</b>	<b>-13,883.58</b>
<b>1-7-12 EQUIPMENT</b>					
1-7-121-0 FUEL	35,000.00	0.00	12,566.49	22,433.51	0.00
1-7-122-0 LUBE	4,800.00	0.00	1,275.19	3,524.81	0.00
1-7-123-0 MAINTENANCE PARTS	5,500.00	0.00	1,578.64	3,921.36	50.69
1-7-123-A BLADES	7,000.00	0.00	3,620.48	3,379.52	1,367.00
1-7-124-A Tandem 2014	4,000.00	0.00	1,009.20	2,990.80	0.00
1-7-124-B Tandem 2003	0.00	0.00	0.00	0.00	0.00
1-7-124-C Tandem 2009	0.00	0.00	0.00	0.00	0.00
1-7-124-D Grader	5,000.00	0.00	-2,499.85	7,499.85	0.00
1-7-124-E Loader	5,000.00	0.00	1,455.67	3,544.33	114.98
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	4,174.72	1,825.28	1,596.39
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	0.00
1-7-124-J Tandem 2019	3,500.00	0.00	259.18	3,240.82	0.00
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	0.00
1-7-125-C LOADER TIRES	0.00	0.00	0.00	0.00	0.00
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	0.00
1-7-128-0 RADIOS	1,300.00	0.00	634.78	665.22	0.00

Town of Duxbury General Ledger  
Expenditure Report - General Fund  
Current Year Period 6 Dec

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-19/20 MTD Pd 6 Dec
1-7-129-0 Protective Gear	1,600.00	0.00	350.74	1,249.26	0.00
<b>Total EQUIPMENT</b>	<b>112,700.00</b>	<b>0.00</b>	<b>45,720.24</b>	<b>66,979.76</b>	<b>3,129.06</b>
<b>1-7-13 GARAGE</b>					
1-7-131-0 ELECTRICITY	3,000.00	0.00	1,266.42	1,733.58	0.00
1-7-132-0 HEAT	12,000.00	0.00	1,144.58	10,855.42	68.10
1-7-132-1 HEAT SALT SHED	0.00	0.00	119.21	-119.21	119.21
1-7-133-0 TELEPHONE	900.00	0.00	589.43	310.57	0.00
1-7-134-0 MAINTENANCE	2,400.00	0.00	280.69	2,119.31	0.00
1-7-134-1 FABRICATION	3,000.00	0.00	236.80	2,763.20	0.00
1-7-135-0 OFFICE EQUIPMENT	1,300.00	0.00	355.88	944.12	0.00
1-7-136-0 GARAGE WATER	500.00	0.00	194.60	305.40	0.00
1-7-137-0 GRAVEL PIT	0.00	0.00	25,550.00	-25,550.00	0.00
1-7-137-B GARAGE BUILDING REPAIRS	0.00	0.00	0.00	0.00	0.00
1-7-138-0 Waste Disposal	2,600.00	0.00	826.01	1,773.99	0.00
1-7-138-A Environmental Disposal	800.00	0.00	765.00	35.00	0.00
1-7-139-0 COMPUTER SUPPORT	400.00	0.00	0.00	400.00	0.00
1-7-139-A GENERATOR	650.00	0.00	643.00	7.00	0.00
<b>Total GARAGE</b>	<b>27,550.00</b>	<b>0.00</b>	<b>31,971.62</b>	<b>-4,421.62</b>	<b>187.31</b>
<b>1-7-14 ROAD CREW</b>					
1-7-141-0 Temporary Highway	0.00	0.00	0.00	0.00	0.00
1-7-141-1 Temporary Highway 2	0.00	0.00	0.00	0.00	0.00
1-7-141-A Road Crew - Foreman	54,857.00	0.00	20,950.81	33,906.19	0.00
1-7-141-B ROAD CREW - FT 1	43,912.00	0.00	12,983.00	30,929.00	0.00
1-7-141-C ROAD CREW - FT 2	40,191.00	0.00	17,002.36	23,188.64	772.80
1-7-141-D ROAD CREW - PT	7,000.00	0.00	13,750.00	-6,750.00	0.00
1-7-141-E ROAD CREW	0.00	0.00	0.00	0.00	0.00
1-7-141-F Road Crew	0.00	0.00	0.00	0.00	0.00
1-7-142-0 OVERTIME	21,226.00	0.00	4,291.26	16,934.74	434.70
1-7-143-0 FICA	12,790.00	0.00	5,136.39	7,653.61	87.78
1-7-144-0 WORKMAN'S COMP	19,656.00	0.00	26,064.00	-6,408.00	0.00
1-7-145-0 HEALTH/ DENTAL	61,158.00	0.00	6,709.76	54,448.24	-60.00
1-7-146-0 RETIRE EXP	6,808.00	0.00	2,514.20	4,293.80	51.30
1-7-147-0 UNEMPLOYMENT	387.00	0.00	0.00	387.00	0.00
1-7-147-A Unemployment Penalty	0.00	0.00	0.00	0.00	0.00
1-7-149-0 UNIFORMS	6,000.00	0.00	2,525.37	3,474.63	88.60
1-7-149-A MISCELLANEOUS	1,000.00	0.00	0.00	1,000.00	0.00
<b>Total ROAD CREW</b>	<b>274,985.00</b>	<b>0.00</b>	<b>111,927.15</b>	<b>163,057.85</b>	<b>1,375.20</b>
<b>1-7-15 FINANCIAL</b>					
1-7-151-0 INSURANCE	16,851.00	0.00	25,581.81	-8,730.81	0.00
1-7-153-0 EQUIPMENT NOTE	0.00	0.00	0.00	0.00	0.00
1-7-158-0 SHORT TERM NOTE INTEREST	0.00	0.00	0.00	0.00	0.00
1-7-158-A SH TRM NOTE - STORM DMG	0.00	0.00	0.00	0.00	0.00
1-7-158-B SH TRM NOTE - 2013 DEFECI	0.00	0.00	0.00	0.00	0.00
<b>Total FINANCIAL</b>	<b>16,851.00</b>	<b>0.00</b>	<b>25,581.81</b>	<b>-8,730.81</b>	<b>0.00</b>

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-19/20 MTD Pd 6 Dec
<b>Total HIGHWAY</b>	<b>622,986.00</b>	<b>0.00</b>	<b>349,833.41</b>	<b>273,152.59</b>	<b>-9,191.99</b>
<b>1-7-8 SPECIAL - ROADS</b>					
1-7-800-A AOT	0.00	0.00	0.00	0.00	0.00
1-7-800-C #4140 - River Rd '14	0.00	0.00	0.00	0.00	0.00
1-7-800-D August 16 2016 Storm Dama	0.00	0.00	0.00	0.00	0.00
1-7-800-E Vtrans Grant - Dowsville	0.00	0.00	0.00	0.00	0.00
1-7-801-A FEMA - 7/17 flood damage	0.00	0.00	12,851.04	-12,851.04	0.00
1-7-802-A CVRPlan Com-Marshall Rd	0.00	0.00	0.00	0.00	0.00
1-7-803-A Turner Hill Rd Box Culver	0.00	0.00	0.00	0.00	0.00
1-7-804-A APRIL 2019 FLOOD	0.00	0.00	0.00	0.00	0.00
1-7-804-B MAY 2019 FLOOD	0.00	0.00	299,100.00	-299,100.00	0.00
1-7-804-C SALT STORAGE BUILDING	0.00	0.00	7,517.70	-7,517.70	0.00
1-7-804-D SCRABBLE HILL AOT GRANT	0.00	0.00	57,132.71	-57,132.71	0.00
1-7-804-E NOVEMBER 2019 STORM	0.00	0.00	15,402.58	-15,402.58	15,402.58
<b>Total SPECIAL - ROADS</b>	<b>0.00</b>	<b>0.00</b>	<b>392,004.03</b>	<b>-392,004.03</b>	<b>15,402.58</b>
<b>Total HIGHWAY, FINANCIAL, SPECIA</b>	<b>622,986.00</b>	<b>0.00</b>	<b>741,837.44</b>	<b>-118,851.44</b>	<b>6,210.59</b>
<b>1-8 GENERAL GOVERNMENT</b>					
<b>1-8-2 CLERK, TREASURER, OFFICE</b>					
<b>1-8-21 TOWN CLERK AND TREASURER</b>					
1-8-211-0 TOWN CLERK	31,457.00	0.00	13,307.68	18,149.32	0.00
1-8-212-0 TOWN TREASURER	27,787.00	0.00	11,756.03	16,030.97	0.00
1-8-213-0 FICA	4,532.00	0.00	1,870.75	2,661.25	0.00
1-8-214-0 WORKMAN'S COMP	0.00	0.00	0.00	0.00	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	3,558.62	4,466.38	0.00
1-8-216-A Cobra Insurance Payables	0.00	0.00	0.00	0.00	0.00
1-8-217-0 RETIRE EXP	1,363.00	0.00	565.58	797.42	0.00
1-8-218-0 ASSISTANT CLERK	20,443.00	0.00	4,501.19	15,941.81	0.00
1-8-218-A ASSISTANT TREASURER	1,049.00	0.00	74.97	974.03	0.00
1-8-219-0 FICA	1,644.00	0.00	350.11	1,293.89	0.00
<b>Total TOWN CLERK AND TREASURER</b>	<b>98,800.00</b>	<b>0.00</b>	<b>36,589.93</b>	<b>62,210.07</b>	<b>0.00</b>
<b>1-8-22 TOWN BUILDINGS/GROUNDS</b>					
1-8-221-0 ELECTRICITY	1,000.00	0.00	589.81	410.19	0.00
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	0.00
1-8-223-0 TELEPHONE	1,450.00	0.00	655.50	794.50	135.36
1-8-224-0 MAINTENANCE	3,000.00	0.00	460.59	2,539.41	0.00
1-8-225-0 EQUIPMENT REPAIR	0.00	0.00	0.00	0.00	0.00
1-8-225-A Equipment Lease	1,800.00	0.00	684.30	1,115.70	0.00
<b>Total TOWN BUILDINGS/GROUNDS</b>	<b>8,450.00</b>	<b>0.00</b>	<b>2,571.00</b>	<b>5,879.00</b>	<b>135.36</b>
<b>1-8-23 GENERAL CLERICAL</b>					

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-19/20 MTD Pd 6 Dec
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	0.00
1-8-232-0 LEGAL NOTICES	750.00	0.00	149.16	600.84	0.00
1-8-234-0 Bank Fees	150.00	0.00	61.82	88.18	6.82
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	1,443.29	2,756.71	0.00
1-8-236-1 Restoration Expenses	0.00	0.00	0.00	0.00	0.00
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	0.00
1-8-239-0 COMPUTER SUPPORT SERV.	2,750.00	0.00	2,195.08	554.92	-65.73
<b>Total GENERAL CLERICAL</b>	<b>14,950.00</b>	<b>0.00</b>	<b>6,997.33</b>	<b>7,952.67</b>	<b>-58.91</b>
1-8-240-0 Payroll Services	2,000.00	0.00	806.91	1,193.09	36.11
1-8-250-0 Elections	750.00	0.00	0.00	750.00	0.00
1-8-260-0 T A Note payoff	0.00	0.00	0.00	0.00	0.00
<b>Total CLERK, TREASURER, OFFICE</b>	<b>124,950.00</b>	<b>0.00</b>	<b>46,965.17</b>	<b>77,984.83</b>	<b>112.57</b>
<b>1-8-3 TOWN OFFICERS</b>					
1-8-311-0 SELECTBOARD	4,369.00	0.00	0.00	4,369.00	0.00
1-8-311-1 Selectboard via A/P	0.00	0.00	0.00	0.00	0.00
1-8-311-A SELECTBOARD ASSISTANT	22,000.00	0.00	18,585.54	3,414.46	0.00
1-8-311-B SELECT BOARD ASSTNT EXPNS	3,000.00	0.00	2,921.48	78.52	70.71
1-8-312-0 SELECTBOARD EXPENSES	1,000.00	0.00	400.00	600.00	0.00
1-8-312-A WEB SUPPORT	500.00	0.00	800.00	-300.00	800.00
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
1-8-315-C FICA	2,440.00	0.00	1,438.80	1,001.20	0.00
1-8-315-D Delinquent Tax Collector	3,331.00	0.00	0.00	3,331.00	0.00
1-8-315-E DRB TRAVEL	350.00	0.00	51.74	298.26	31.82
1-8-315-F Abatements	0.00	0.00	0.00	0.00	0.00
1-8-316-0 SEMINARS	0.00	0.00	0.00	0.00	0.00
1-8-321-0 LISTERS	500.00	0.00	0.00	500.00	0.00
1-8-321-A APPRAISAL SERVICES	10,000.00	0.00	5,000.00	5,000.00	0.00
1-8-322-0 LISTERS EXPENSE	150.00	0.00	0.00	150.00	0.00
1-8-322-A LISTER EDUCATION	0.00	0.00	0.00	0.00	0.00
1-8-323-0 REAPPRAISAL	0.00	0.00	0.00	0.00	0.00
1-8-324-0 TAX ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00
1-8-325-0 TAX MAPPING	500.00	0.00	0.00	500.00	0.00
1-8-326-0 DIV. OF PROP. VALUATION	0.00	0.00	0.00	0.00	0.00
1-8-331-0 AUDITORS	167.00	0.00	0.00	167.00	0.00
1-8-332-0 MODERATOR	139.00	0.00	0.00	139.00	0.00
1-8-333-0 BALLOT CLERKS	700.00	0.00	127.50	572.50	0.00
1-8-333-1 Ballot Clerks via PAYROLL	0.00	0.00	187.07	-187.07	0.00
1-8-334-0 BD. OF CIVIL AUTHORITY	100.00	0.00	0.00	100.00	0.00
1-8-341-0 FICA	0.00	0.00	0.00	0.00	0.00

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-19/20 MTD Pd 6 Dec
1-8-342-0 TOWN REPORTS	1,000.00	0.00	0.00	1,000.00	0.00
1-8-343-0 POSTAGE TOWN REPORTS	300.00	0.00	0.00	300.00	0.00
1-8-344-0 RECORDS AUDIT	11,500.00	0.00	555.00	10,945.00	0.00
1-8-347-0 TOWN PLAN GRANT EXPENSES	0.00	0.00	0.00	0.00	0.00
1-8-348-0 HEALTH OFFICER STIPEND	300.00	0.00	0.00	300.00	0.00
<b>Total TOWN OFFICERS</b>	<b>82,846.00</b>	<b>0.00</b>	<b>33,189.86</b>	<b>49,656.14</b>	<b>902.60</b>
<b>1-8-4 LOCAL &amp; REGIONAL 400</b>					
1-8-411-0 WATERBURY FIRE CONTRACT	114,000.00	0.00	57,000.00	57,000.00	0.00
1-8-411-A MORETOWN FIRE CONTRACT	3,000.00	0.00	3,000.00	0.00	0.00
1-8-412-0 Emergency Management	1,000.00	0.00	0.00	1,000.00	0.00
1-8-413-0 WATERBURY LIBRARY	700.00	0.00	30.00	670.00	0.00
1-8-415-0 CEMETERY COMMISSION	2,700.00	0.00	0.00	2,700.00	0.00
1-8-416-0 DOG Catcher	555.00	0.00	0.00	555.00	0.00
1-8-416-1 Animal Control	500.00	0.00	0.00	500.00	0.00
1-8-417-0 Town Forest	200.00	0.00	800.00	-600.00	0.00
1-8-421-0 COUNTY TAX	13,800.00	0.00	13,455.00	345.00	0.00
1-8-422-0 Central VT Solid Waste	1,400.00	0.00	1,337.00	63.00	0.00
1-8-423-0 VLCT	2,624.00	0.00	2,624.00	0.00	0.00
1-8-423-1 Central VT Reg'l Planning	1,604.00	0.00	1,604.40	-0.40	0.00
1-8-423-2 State Police Advisory Boa	50.00	0.00	50.00	0.00	0.00
1-8-423-3 Waterbury Ambulance	24,950.00	0.00	24,949.75	0.25	0.00
1-8-424-0 CAPSTONE (CMMTY ACTION)	0.00	0.00	0.00	0.00	0.00
1-8-425-0 CENT VT. COUN ON AGING	100.00	0.00	100.00	0.00	0.00
1-8-426-0 CENT VT. HOME HEALTH	2,650.00	0.00	2,650.00	0.00	0.00
1-8-427-0 CENT VT. REG. PLNG.	0.00	0.00	0.00	0.00	0.00
1-8-428-0 CENT VT. CTR. FOR IND.	150.00	0.00	150.00	0.00	0.00
1-8-429-0 AMERICAN LEGION	150.00	0.00	150.00	0.00	0.00
1-8-430-0 Green Up Vermont	100.00	0.00	100.00	0.00	0.00
1-8-431-0 Everybody Wins	0.00	0.00	0.00	0.00	0.00
1-8-432-0 CIRCLE	200.00	0.00	200.00	0.00	0.00
1-8-433-0 Home Share Now	300.00	0.00	300.00	0.00	0.00
1-8-434-0 WTBY SENIOR CITIZENS	3,000.00	0.00	3,000.00	0.00	0.00
1-8-435-0 DUXBURY FOOD SHELF	625.00	0.00	625.00	0.00	0.00
1-8-436-0 WASH COUNTY YOUTH SERVICE	250.00	0.00	250.00	0.00	0.00
1-8-437-0 PEOPLE'S HEALTH &WELLNESS	250.00	0.00	250.00	0.00	0.00
1-8-439-0 Prevent Child Abuse VT	0.00	0.00	0.00	0.00	0.00
1-8-440-0 C.V. ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00
1-8-441-0 Red Cross	250.00	0.00	250.00	0.00	0.00
1-8-442-0 VT Trails	0.00	0.00	0.00	0.00	0.00
1-8-444-0 CHILDRENS ROOM	500.00	0.00	500.00	0.00	0.00
1-8-445-0 Nvt RESOURCE CONSERVATION	0.00	0.00	0.00	0.00	0.00
1-8-447-0 OUR HOUSE	0.00	0.00	0.00	0.00	0.00
1-8-448-0 Central VT Adult Basic Ed	300.00	0.00	300.00	0.00	0.00
1-8-449-0 FAMILY CENTER/WASH. CTY	100.00	0.00	100.00	0.00	0.00
1-8-450-0 Sex'l Assault Crisis Cent	150.00	0.00	150.00	0.00	0.00
1-8-450-1 Good Samaritan Haven	0.00	0.00	0.00	0.00	0.00
1-8-450-2 Wash Cnty Mental Health	150.00	0.00	150.00	0.00	0.00
1-8-450-3 Cntrl VT Economic Develop	0.00	0.00	0.00	0.00	0.00

Town of Duxbury General Ledger  
Expenditure Report - General Fund  
Current Year Period 6 Dec

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-19/20 MTD Pd 6 Dec
1-8-450-4 VT RURAL FIRE PROTECT TAS	100.00	0.00	100.00	0.00	0.00
<b>Total LOCAL &amp; REGIONAL 400</b>	<b>176,408.00</b>	<b>0.00</b>	<b>114,175.15</b>	<b>62,232.85</b>	<b>0.00</b>
1-8-500-0 TRANSFERS - GENERAL FUND	0.00	0.00	0.00	0.00	0.00
1-8-804-B MAY 2019 FLOOD	0.00	0.00	0.00	0.00	0.00
<b>Total GENERAL GOVERNMENT</b>	<b>384,204.00</b>	<b>0.00</b>	<b>194,330.18</b>	<b>189,873.82</b>	<b>1,015.17</b>
<b>Total General Fund</b>	<b>1,007,190.00</b>	<b>0.00</b>	<b>936,167.62</b>	<b>71,022.38</b>	<b>7,225.78</b>
2-7-800-0 Gravel Pit Expense	0.00	0.00	224.00	-224.00	0.00
2-8-500-0 TFER FROM/to GRAVEL PIT	0.00	0.00	0.00	0.00	0.00
<b>Total Sand &amp; Gravel Escrow</b>	<b>0.00</b>	<b>0.00</b>	<b>224.00</b>	<b>-224.00</b>	<b>0.00</b>
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
3-7-610-0 GRAVEL FY17 SPEC PJCTS	0.00	0.00	0.00	0.00	0.00
3-7-611-0 FY18 Exp - Culvert Thawe	0.00	0.00	0.00	0.00	0.00
3-7-611-1 FY18 Expense - Roller	0.00	0.00	0.00	0.00	0.00
3-7-620-0 Tandem 2019	0.00	0.00	0.00	0.00	0.00
3-8-500-0 TFER FROM/to CAP RESERVE	0.00	0.00	0.00	0.00	0.00
<b>Total Capital Reserve Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>61,762.86</b>	<b>-61,762.86</b>	<b>0.00</b>
5-8-100-0 REAPPRAISAL EXPENSES	0.00	0.00	0.00	0.00	0.00
5-8-500-0 TFER FROM/to Reappraisal	0.00	0.00	0.00	0.00	0.00
<b>Total Reappraisal Escrow</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
6-7-100-0 Paving & Pmnt Repair	0.00	0.00	0.00	0.00	0.00
<b>Total Pavement Escrow</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
7-8-500-0 Preservation Expenses	0.00	0.00	0.00	0.00	0.00
<b>Total Preservation Escrow</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
A-7-800-0 Forest Expenditures	0.00	0.00	0.00	0.00	0.00
<b>Total Forest Escrow</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
B-7-800-0 River Rd Mit Grant Exp	0.00	0.00	24,391.91	-24,391.91	0.00
<b>Total River Road Mit. Grant</b>	<b>0.00</b>	<b>0.00</b>	<b>24,391.91</b>	<b>-24,391.91</b>	<b>0.00</b>
<b>Total All Funds</b>	<b>1,007,190.00</b>	<b>0.00</b>	<b>1,022,546.39</b>	<b>-15,356.39</b>	<b>7,225.78</b>

**Town of Duxbury  
Selectboard Assistant Report  
12/9/19 Selectboard Meeting**

**1. Grants In-Process**

- a. Crossett Hill Road Slide (Planning Phase) – FEMA (DR-4330)**
  - i. FEMA has given the town another list of items needed to complete the BCA. These documents are due to FEMA by January 1, 2020.
  
- b. Scrabble Hill Road Stabilization – Municipal Highway & Stormwater Mitigation FY19**
  - i. No Update
  
- c. Salt/Sand Shed – Municipal Highway & Stormwater Mitigation FY19**
  - i. No Update
  
- 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 December 9 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. Waiting on the recommendation of VTrans to help with input of information into this RFP. Hopeful to submit a draft RFP to the board by the December 23 Selectboard meeting. This construction will take place in spring 2020.
  
- f. Ryan Road Culvert Replacement – Better Roads FY20**
  - i. This Request for Proposals was submitted to the Selectboard on December 9<sup>th</sup> 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. TA 65 and TA 66 paperwork has been completed, and needs the board's signature before being submitted to VTrans for reimbursement.

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

i. No Update

**i. November 1, 2019 Storm**

i. No Update

**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

