

## Duxbury Select Board Meeting

March 11, 2013

Members Present: Richard Charland, Maurice Lavanway, Maureen Harvey, Dawn Poitras, Marty Wells

Adam Magee, Bob Magee, Jeff Poitras, Ken Scott, Lars Dickson, Patty Meade, Candice Canton, Leon Dunbar, Anne Latulippe, Kristen Fountain, Brian Fitzgerald, Kim Greenwood, Brenda Clarkson, Luke Shullenberger, Jamison Ervin

Called to order: 6:00 p.m.

Mo nominated Dick Charland for the position of chairman, Maureen second - All in favor

Maureen nominated Dawn for clerk, Mo second - All in favor

Dawn made motion to hold the meeting on the second Monday of the month, Mo second - All in favor

Discussion of the Valley Reporter, Waterbury Record and Times Argus as possibilities to be the newspapers of record. Mo made a motion to use the Waterbury Record and Valley Reporter as the newspapers of record, Dawn second - All in favor

Minutes of February 11th - Motion to accept with corrections by Maureen, second by Dawn, All in favor.

Minutes of February 13th - Motion to accept as submitted by Dawn, second by Mo, All in favor.

Minutes of February 18th - Motion to accept with corrections by Mo, second by Dawn, All in favor.

Highway Foreman - The crew has been working on the muddy roads concentrating on the trouble spots. They are in better shape than they were and they have been responding to calls. They are also working on ditches and moving the snow banks back. Wednesday they will try to grade roads that have had enough sun on them to partially dry them out. We have used about half of the gravel that was crushed. They cannot use the stone because it was frozen over the winter. The warm weather should break up the pile so they can use it soon.

The town has a uniforms contract with Unifirst and they started at \$8 per person and it is now \$26 per person. Our costs would go from \$149 to \$70 if we switch to the new uniform company. They need to know by June so they can get the uniforms in September when the current contract runs out. We will put it on the June 10th agenda so they will have time to make the large uniform.

Adam requested that the board sign a Letter of Intent with Viking so that they will hold a fabrication date for us. Several towns will be ordering trucks now that they have approval from town meeting. By doing this we would have an August delivery date instead of December. Mo made a motion that we sign the letter of intent to order the truck, Dawn Second. All in favor. We will actually order the truck in the April 6th meeting.

Adam said that 15 - 20 signs have been vandalized or destroyed. They have been damaged on Dowsville Road, Hart Road, River Road. Adam will get a replacement cost estimate so we can determine if it should be taken up with the insurance company.

Mo wanted to know why the number why the budget numbers were not used. Ken said he will break out budget items in the March reports. Dick wanted to know why the budget categories were not

reflected since we opened new line items in years prior. Ken said that it was because it had to be voted on. That didn't make a lot of sense since the budget year begins in January. The selectboard is suppose to set the line items. The voters can agree to fund the line items or not at town meeting day.

Maureen requested information on the interest being charged for the loan. She also wanted to know the accounts receivable for 2012. Ken said he would check. Dick wanted clarification on the capital reserve and Ken said he didn't have any information for and him to call Bill Yacavoni.

Brian Fitzgerald spoke to the board regarding a vacancy on the Planning Commission. Brian introduced Kim Greenwood as a citizen that is interested in filling the position. Kim would replace Don Welch who has left Duxbury. Kim spoke to the board about her interest in the commission. She is currently a member of the cemetery commission. She works with the Vermont Natural Resources Council and is eager to work on commission. Erica Campbell and Garrett MacCurtain would like to continue to serve and would accept new 3 year terms. The current 5 year plan will expire in August and they may not have a new plan prepared to meet that deadline. They should be able to complete it by the end of the year. It would only be a problem if someone had a large development or the board applied for grants before the new plan was passed. There will be meetings that will need to held before the plan is adopted, one of which will be held by the selectboard.

Road Committee - Mo gave a review and provided copies of a draft personnel policy. There were no changes made in the section on comp time and they will not make any until they get more information from VLCT on the criteria for exempt employee status. Dawn wanted to attend road committee meetings and wondered if we could rotate selectboard members. Dawn also wanted to know how the members of the committee were selected. Dawn wanted clarification of who was the contact person for the road committee and Mo said that was him. Bob Magee said they were just an advisory board and that the members provided historical information. Maureen asked if there was any information on the Frazier property. Mo said they had not contacted us.

Emergency Management Committee - The committee will need to provide progress reports on the installation of the generators. The project needs to be completed before September 30, 2013 according to the grant requirements. The site at the south end of the building was selected. The generator will be on the wall and the propane tank will be behind it. The purchase of the generator will be on the agenda next month so it can be purchased after 30 day waiting period.

911 signs house number signs will be made up at no charge and the EMC will have them available to residents to put them on their mailbox/home to provide better direction for the 911 service. Regular suppliers charge between \$13 -\$17 but do come with reflective numbers. Ours will be galvanized but they will not be reflective. Dick asked about the repeater licenses. Bob will be following up with Burlington Communications.

Lars was checking for offset compensation funds for the generator grant. He will follow up with KarenMae Smith to see if there is a way to lessen the funds needed for the towns portion. Lars has an updated emergency equipment list from additions provided by citizens at town meeting.

Dick said that there would be test borings done in the spring to get an estimate of the amount of gravel that might be available. It is now believed that we would go back to section 1 and extract some gravel - section 2 will remain closed - section 3 near Greens is still in use. There are 8-10 years of possible use. Section two would possibly remain closed for that time and might be used for solar power. Jamie Ervin

and Luke Shullenberger came to explain the project possibilities. Jamie spoke of Waterbury Leap and thought the pit would be a good location. It was out of sight and near an access line to connect the power to the grid. Luke Shullenberger from Green Lantern Development spoke of the possibility of leasing the land from Duxbury and receiving a discount on powers. A 500kw project would fit in the area. The net metering would possibly allocate the credits to Duxbury, CBMS and the Ice Center. There are also 20 residents in town that do not have a suitable location and might possibly buy into the project. Mo wanted to know the minimum period of time that they would consider for a lease. Luke said that it would be 20 years. Dawn wanted to know what would happen after that period. Luke said that the operator would remove the equipment at their cost. Dick wanted to know the life span of one of the arrays. Luke said that most arrays have warranties for a period of 25 years and they would probably last about 30 years. The question was raised about what would happen to the array when it needed to be retired from service. Luke said that there is usually a decommissioning account that the bank requires of the developer. Dawn questioned the aesthetics. Jamie discussed some of the options and Mo explained how they would be situated in the pit. The main consensus was that we needed to get more information from the borings and make a long term plan for the pit. If the solar plan complements the timeline of the pit we would consider it.

Auditors - Ann Latullippe was reporting back on the issues that they had outstanding. Lars and Ann went to the January Audit and reviewed the GL, bank statements and payables. Vendor files have been created and check information is located within the files. Statements should be in the vendor files. Payroll direct deposit can be done and Ann said that direct deposit would be made available. The approval of the line items was discussed. Budget line items that have been used for the first two months of the year are for the budget so that they could see where the funds are being spent. Many accounts have been opened in previous years without voter approval and there should be no need to do that now. The selectboard is in charge of the budget breakdown and the residents vote on the funding. The March report will reflect the 2013 expense categories. Ann/Ken will send NEMRC report. Cash receipts are not being done and they thought they were documented well in the G/L. The question was raised regarding the purpose of the cash receipts book not being the posting being the G/L. The purpose was to have a mechanism to know if deposits were missing from the G/L. Ann believed that the property tax was being handled properly. Dick and Maureen relayed that the auditor said that they had not balanced and he had to balance the account annually. They also said that the handling of delinquent taxes separately as income was incorrect according to the auditor. The taxes according to the auditor are treated as a whole not delinquent or current categories. Ann will check with the auditor on property tax.

FEMA - Dick contacted Alex Portiluppe's office to find out about the Vermont review of the documents for closeout but had not heard back from him.

Curb cut - The board reviewed the draft permit prepared by Mo and the road committee. Dick mentioned the need to coordinate with the building permit. The building permit should have a question as to whether a curb cut is required and has been obtained. Maureen suggested that we add a section that says the curb cut is subject to revocation or removal if not installed properly. She also suggested that the signature line have APPLICANT removed and only LANDOWNER listed to deter people other than the landowner from submitting an application.

Ward Hill has a school bus turn around that has a catch basin. The State wants Duxbury to accept the property which would mean that we accept the responsibility and maintenance for the area of the road.

We have been maintaining it for years and it is a formality of the current arrangement. Dawn made a motion to accept the property, Marty second - All in favor.

Fire Contract - Dawn was concerned that the cost of the fire contract was going up by \$750. She was going to check on the expenses. Dick said that some of the charges were being billed back to the municipality because the administrative offices are now part of the building. The basis of the contract was the combined grand list of Waterbury and Duxbury minus the portion of town that is serviced by Moretown. The homes served by Moretown are not included in the total. The Duxbury homes that are included in the total grand list covered was 18% and we would pay 18% of the bill. Dick explained that ISO was a standard organization for the insurance companies. Homes need to be within five miles from a fire station. Duxbury is considered a class 9 and the only service area for us would be Waterbury. Dawn wants to review the costs and see if we can renegotiate the contract or establishing our own fire department. Our fire rating is based on the quality of the Waterbury service.

Duxbury Store curb cut - Leo Corbeil who leases the Duxbury Country Store is attempting to get an Act 250 permit to establish the curb cut that was previously there to provide access from both sides of the property instead of one. Mo made a motion to send a letter to the state to support the application. Marty second - All in favor.

Dawn made a motion to post the roads, Mo second - All in favor.

Mo sent a letter to Mr. Iorio stating that the debris be removed by June 1st with copies to Chuck Ashley and Emmett Hughlett. Mo made a motion to have it recorded in the road book, Mau second - All in favor.

Dick was going to get pricing for the base of the monument and new flag pole.

Dick made a motion at 8:18 p.m. to go into executive session to discuss personnel issues - Mo second - All in favor.

Mo made the motion to come out of executive session at 8:47p.m., Marty second - All in favor.

Dick said that the hydro study for the multi-plate culverts in town was completed. After speaking to state officials about possible funding it was thought that we might be able to receive funding for a large project and possibly another smaller project. We would like to proceed with an application for the Hayden Hill multi-plate culvert on River Road since it is in the worst condition as well as a smaller project that we will need to define.

Dawn made a motion to adjourn. Mo second All in favor. Meeting adjourned at 8:52 p.m.