

Duxbury Selectboard Meeting June 25, 2012

Meeting called to order at 6:00 pm

Board members present: Dick Charland, Craig Isvak, Mo Lavanway, Maureen Harvey

Others: Adam Magee, Dale Marshall, Brian Gibbs, Betty Gibbs, Ken Scott, Jeff Poitras, Rep. Maxine Grad, Sal Spinosa, Kristen Fountain, Bob Magee, Shawnee Perry, Lars Dixon, Friends of Mad River/UVM committee members

Minutes 6/11&14: There was a motion to change the mileage reimbursement amount to .52/mile. Mo/2nd Craig. All in favor. Mo: motion to approve minutes: Craig second. All in favor

Citizens to address the board:

Sal Spinosa - Running for Legislature as an independent. Chair Waitsfield Selectboard (10 years on the board), practicing attorney. Sal welcomes the chance to get to know people's concerns.

Lars: Attended a Road Committee meeting. There is severe erosion starting along guardrails from Scrabble Hill to top of Camel's Hump rd. Material is going into the brook. Could start taking guardrails with it. Dick: we will look into this. The guardrail missing on Marshall Rd. since the flood has not been replaced. This is a serious safety issue. Erosion marked by cone on upper Camel's Hump Rd. is worsening. Expansion plates on Marshall Rd bridge are opening again. This is dangerous. The approach is not level. To fix it the plates need to come out. Re: four day work weeks for road crew: it doesn't give the town full use of its equipment and it limits possibilities of making use of good weather for work. The Road Committee has a large responsibility, road crew is in transition. How can town keep track of whether people's needs are being met? Lars suggests that the road liaison create a document listing all of the requests and the status of them to be posted on the web, date created, date completed. Road crew does have a log book for work requests by townspeople. Dick: road committee will look at this suggestion.

Rep. Maxine Grad representing Moretown, Roxbury and Northfield for 12 years. Wanted to come introduce herself. Has been posting on FPF and in the papers. Is on the House Judiciary Committee.

Friends of the Mad River/UVM – their study of the Mad River watershed ended in April. Wanted to talk to the board about improving gravel roads to reduce runoff into the Mad River. Assessed 360 sites, about 1/5 of them in Duxbury, and created a list of priority sites. Andreas developed some design options for the priority sites. Duxbury's are: Dowsville and top of Ward Hill. Intended to be simple fixes for the town to implement on its own or to start the Better Backroads grant process. Culverts are mapped, site plan references the detail. The designs they created can be used in multiple sites. They address the most common types of erosion issues with common techniques recommended by Better Backroads. Andreas would choose Ward Hill if he had to choose one of the two spots to address. The database that goes along with the report has a list of all of the sites they evaluated. They will send a CD with the data to Steve. CVRPC can assist as well.

Beverly from UVM – she worked on a research project funded by Lake Champlain Basin. They also studied the Mad River Valley. They have a follow up study to look at efficacy of Best Management Practices (BMP). ANR is funding this study. They would like to do before and after studies of sites where BMP's are implemented. They can assist the town in applying. \$4-5,000 per site. They will look at Andreas' recommended sites to see if they qualify. Andrew Larson is the lead technician; he would be around doing the monitoring work.

Zeb Towne requested that he be paid the \$500 budgeted for his work as a dog catcher.

Highway Foreman is on vacation (no report). Adam Magee: there is an injector issue on the 2000 truck. Having it assessed tomorrow. Work can likely be done in house. Still in limbo on replacing the 2000 truck.

Ken re: financial reports. All of the issues raised last time have been corrected. The retirement fund was a typo and correction will be reflected in next month's report. Dick: what about the difference on the sand & gravel escrow? Ken has entered the correct figure now.

Ken: employee application checklist. He needs Robert Catchpaw's application back. Ken provided a copy of the personnel policy. He needs a copy of the drug & alcohol policy. Question about road foreman vacation. Ken doesn't find where the Selectboard has approved Steve's vacation. Ken can't pay Steve except for the vacation time that has been accrued which is only 16.63 hours. Steve says he was told he would get two weeks per year. Selectboard recommends that Steve be cut a check for the accrued time he has and they will have a discussion with Steve.

Road Committee – Harry is working with the road crew on scheduling work

Emergency Management committee: they received two bids on the radio equipment. Radio North had the lower bid and was chosen. They went ahead and ordered the radios to meet deadline for grant. Radios will be installed in July (five vehicles, two handheld). Bob wants to put the repeater info out to bid because the timeline will be short to implement once the grant comes through. Mo moves to put repeaters out to bid, Maureen second. All in favor. Re: pager: the town should get one again.

Mo: we should get a recycling bin from Casella and it will cut down on our cost for trash removal.

Historical Society – request that they be able to hold their annual picnic here at town garage on Sunday, August 12. No objections.

FEMA: Dick met with Paul Corti today to discuss concerns with FEMA reimbursement and our costs as raised by Bill Yacavoni (Town CPA/auditor). Paul will review all of the project worksheets, which contain details on materials and contracts. Bill is trying to pin down everything we have paid out to be sure we get the reimbursement we are due.

AoT grant. Dick talked to Joh Grenier about the Pollander Brook proposal; it went out to five contractors for bid. Pre bid meeting this Wednesday. Monday July 9 bids are due. Dick will set up a meeting with the abutters.

River Rd. – Dick met with Griffin & Griffin. There were questions raised about the extent of the project. State wants armoring to be set into the bottom of the River. Cost estimated at \$60k. Definitely needs to be dealt with.

Gravel pit: Dick wrote to Susan Baird at Act 250 about our concerns and need to get back into the pit. Response: they intend to have a plan in place by the first week in July to let us know the plan/decision.

Waterbury Winooski River study has gone out to bid. (John Grenier covered this at last meeting)

Devlin Rd: Maureen would like a current contact at Downs, Rachlin & Martin. Dick will find out. A band aid would be for the road crew to find an hour to grade the last 2/10 mile. Dick: we will take care of the grading.

Dick: The town currently has no coverage for wrongful discharge. Two options per our agent.: \$1m coverage for \$1660 (\$5000 deductible). Could be added to the current policy for a flat fee of \$250. Dick moves to purchase while research continues. Maureen second. All in favor.

Chloride tank: supplier of chloride (Gorman) can lease us equipment to us for \$1/year with agreement to buy all chloride from Gorman at 9,000 gal year minimum. (Option after three years to buy the equipment or to keep leasing.) Bob Magee: equipment could also be used for pressure washing bridges, clearing out culverts, etc. It should be set up to fit all of the trucks. Dick moves to enter contract with Gorman. Maureen second. All in favor.

Duxbury Country Store: state took away second curb cut. Only one allowed on Route 100, this is a major problem for tankers getting in and out. Also a safety issue. They have applied to Duxbury for a curb cut to Wilder Rd. Steve looked at it, town came up with a plan and a design. Dick moves for curb cut, Maureen second, all in favor.

Bill Yacavoni re: town audits. The Selectboard has never been presented with a copy of the audit or findings. Dick requested copies of the last five years audits from Bill, which he sent. Dick believes that the reporting should be to the management of the town. There are some findings that go back five years. Dick: at what point should Bill have been concerned when findings aren't being addressed? Bill: there have not been major findings to be concerned about. Bill's biggest concern is segregation of duties, which hard in a small town. Cash transactions are an issue. Town has to do cost-benefit.

Bill: Board should have asked Bill to see the audits before now. Other boards have chosen to have Bill come to their meetings to go over the audit reports every year, Duxbury has not. Bill has been sending six copies of the reports to the town office for the whole time he has been doing this with the expectation that they have been getting to the board. He doesn't ever send reports to boards (in his work with other towns).

Ken: Erin Delphia is now reconciling the town check book quarterly. Bill: this should be done every month. Board would like to see the report every month. Banks are not returning copies of checks anymore, which is a problem. This will be a finding in the next audit. All bank statements show is a check number and an amount, which does not provide any safeguard.

Bill is looking at \$121,000 deficit as of Dec 31, 2011 (for town fiscal year 2011). Storms cost the town \$258,000 (town share). Usually we have about \$120,000 a year to put back in to reduce the tax rate. This year we don't have that, plus there is the additional \$137,000 in storm related expenses.

Dick: our expenses are over budget this year in many categories, so we can't expect to find much of anything in the budget to offset the \$258,000. We also have a lot of expenses coming up for mandatory projects, equipment replacement. Capital Reserve money is an option.

As soon as Dick gets information from Paul Corti he will forward to Bill. Bill is done with the trial balance and just needs the FEMA information to finish up. Wants to be sure everything got charged to FEMA that should have. He should be able to finish within a week of getting FEMA info. Single audit needs to be done too. The numbers we have now are worst case.

Dick moves to adjourn. Maureen second. 7:50 pm. All in favor