

## Duxbury Selectboard Meeting Minutes

Monday, September 23, 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, Kevin Garcia
<b>MINUTES PREPARED BY:</b>	Jonathan DeLaBruere
<b>CALL TO ORDER</b>	The meeting was called to order at 6:03 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>	1. Add Review 2019 Selectboard Schedule under New Business	
<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 – Asked the board to remove the emails attached to the 09/10/19 Selectboard Special Meeting, as they were not discussed in the meeting.</li> <li>2. David Specht – Advised the board of a zoning violation having to do with signs. David explained that our current zoning is too strict about what can be done with signs. There was a discussion about David going to the Planning Commission meeting to discuss interim zoning that would temporarily fix this problem. Motion by Dan, Second by Jerry, All in Favor of having David attend the 09/26/19 Planning Commission meeting to discuss interim zoning. David also discussed the set back requirements for the new Waterbury Ambulance Service building at the Duxbury Town Office site.</li> <li>3. Scott Stockwell – Asked what the process was for communication between the Selectboard and town administrative staff.</li> </ol>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**APPROVAL OF MINUTES**

DISCUSSION	<ol style="list-style-type: none"> <li>1. Motion by Jerry, Second by Dan, All in Favor of approving the 09/09/19 minutes as posted.</li> <li>2. Motion by Mari, Second by Jerry, All in Favor of approving the 09/10/19 minutes with changes as discussed.</li> <li>3. Motion by Dan, Second by Jerry, All in Favor of approving the 09/16/19 minutes as posted.</li> </ol>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**REVIEW OF SELECTBOARD MAIL**

DISCUSSION	1. Ed Brennan – Sent an email to the board about a building for sale in Cabot.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**REPORT: SELECTBOARD ASSISTANT**

DISCUSSION	See attached report	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Notify Crossett Brook Middle School and Harwood High School about construction starting on River Road	Jonathan	ASAP
Ask Kyle to put up construction signs	Jonathan	ASAP

**REPORT: HIGHWAY FOREMAN**

DISCUSSION	Motion by Kevin, Second by Jerry, All in Favor of having Kyle order 10 Class 4 road signs and associated hardware from Worksafe.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**REPORT: TOWN TREASURER**

DISCUSSION		
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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**NEW BUSINESS**

DISCUSSION	<ol style="list-style-type: none"> <li>1. <b>Review 2019 Selectboard Schedule</b> – Motion by Kevin, Second by Dan to cancel the October 14 and November 11 regularly scheduled Selectboard meetings due to the meetings being on holidays.  Kevin – Yes Dan – Yes Jerry – Yes Mari – No</li> <li>2. <b>Town Garage Bond Vote</b> – Motion by Jerry, Second by Mari, All in Favor of approving the resolution for the November 5, 2019 Special Town Meeting. Motion by Jerry, Second by Dan, All in Favor of approving the warning for the November 5, 2019 Special Town Meeting.</li> <li>3. <b>Highway Department Maintenance Schedule</b> – A copy of the previous schedule was provided to the board, and is included in the minutes. The timeline covers from 2018-2020. Since Kyle was unable to attend the meeting, the board recommended that Jonathan send Kyle this to review, and incorporate it into his own project schedule.</li> <li>4. <b>Town Forest Committee</b> – The committee sent an email to Jonathan to get on the agenda, which is included in the minutes. Kyle created a document that is also included in the minutes that outlines how much he thinks it would for better town forest access. The board agreed that no action was to be taken, as the Highway Department is only responsible for maintaining Hart Road until the gate at the top.</li> <li>5. <b>Personnel Policy Update</b> – Mari presented the updated Personnel Policy for the board to review. Changes were discussed that Mari is going to incorporate and review at the October Selectboard meeting.</li> <li>6. <b>Future Agenda Items</b> – In the reports section of the agenda, move Highway Foreman to #1, and Town Treasurer to #2. Kyle doesn't need to attend the Selectboard meetings unless he has something that he needs the board's approval for, or important information to discuss.</li> </ol>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Post the warning in the five locations as outlined in the resolution	Jonathan	10/04/19
Add Personnel Policy Update to the October 28 agenda	Jonathan	10/28/19

Add Budget Discussion to October 28 agenda	Jonathan	10/28/19
Contact town attorney regarding accessing town trails during emergency situations	Jonathan	10/28/19

ADJOURNMENT	Motion by Kevin, Second by Dan, All in Favor of adjourning the meeting at 8:06 PM.	
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**Town of Duxbury  
Selectboard Assistant Report  
09/23/19 Selectboard Meeting**

**1. Grants In-Process**

- a. Crossett Hill Road Slide (Planning Phase) – FEMA (DR-4330)**
  - i. The town reached back out to FEMA to inquire about a response on our scope change request. We were notified that they would have their decision completed this week.
  
- b. Scrabble Hill Road Stabilization – Municipal Highway & Stormwater Mitigation FY19**
  - i. The alternatives presentation will take place at the regular selectboard meeting on Monday, October 28<sup>th</sup>, 2019.
  
- c. Salt/Sand Shed – Municipal Highway & Stormwater Mitigation FY19**
  - i. No Update
  
- d. Camels Hump Road Scoping Study – Transportation Alternatives FY19**
  - i. No update
  
- e. River Road Paving – Class 2 Town Highway Road Program**
  - i. No Update
  
- f. Ryan Road Culvert Replacement – Better Roads FY20**
  - i. No Update
  
- g. May 2019 Flooding Event – VTrans Emergency Grant**
  - i. Our attorney has drafted a contract with Percy and work is expected to begin as soon as both parties execute the contract.
  
- h. Pollander Road – Municipal Grants-in-Aid Program (Year 3)**
  - i. The Highway Department will be completing this work by the end of next week.

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

i. No Update

**2. Grants – Currently Writing**

- a. Scrabble Hill Road Stabilization – Municipal Highway & Stormwater Mitigation FY20
- b. Duxbury Highway Department Stormwater Project – Municipal Highway & Stormwater Mitigation FY20
- c. Stevens Brook Road Bank Stabilization – Transportation Alternatives FY20
- d. Duxbury Road Erosion Inventory – Better Roads FY21
- e. Culvert Replacement – Better Roads FY21
- f. Atwood Road Culvert Replacement – VTrans Structures Grant

**Foreman's Report**  
**September 23rd, 2019**  
**Board Meeting**

**Road work/Crew work**

- Work on ditching and culvert replacement on Pollander Rd.
- Haul stone for ditch work on Pollander
- Grade and chloride River Rd from Camels Hump to town line, Camels hump to Scrabble Hill, Dowsville and Turner Hill

**Foreman Work**

- Work with crew on Pollander Rd
- Look at Town Forest Rd
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**Equipment**

- Everything is in good running order for the time being.

**Going Forward**

- We hope to be off of Pollander Rd. by then end of next week.
- Continue Grading.
- Still need to top coat Mountain View and Marshall Rd. awaiting availability of trucks.

Submitted by

Kyle Guyette

Road Foreman

## RESOLUTION

**WHEREAS**, the Duxbury Selectboard has determined that the public interest and necessity of the Town of Duxbury and its inhabitants require that capital improvements be made to its Town highway garage, including reinforcing the structure, replacing the roof, wall panels and overhead doors as well as electrical upgrades (the "Project"); and

**WHEREAS**, it is estimated that the cost of the Project will be approximately \$300,000.00; and

**WHEREAS**, the Duxbury Selectboard has determined that the cost of the Project will be too great to be paid out of the ordinary annual income and revenue of the Town of Duxbury, even after applying all grants in aid of the Project; and

**WHEREAS**, the Duxbury Selectboard has determined that, for the reasons set forth above, authority to incur bonded debt is required to make and complete the Project;

**NOW THEREFORE, IT IS HEREBY RESOLVED** by the Selectboard of the Town of Duxbury that the proposition of incurring bonded debt be submitted to the qualified voters of the Town of Duxbury in the following form:

### ARTICLE 1

Shall bonds of the Town of Duxbury in an amount not to exceed THREE HUNDRED THOUSAND and 00/100 DOLLARS (\$300,000.00) be issued to finance capital improvements to the Town highway garage?

**IT IS FURTHER RESOLVED**, that a vote on said proposition shall be conducted by Australian ballot at a Special Town Meeting on November 5, 2019 at the Crossett Brook Middle School, at which meeting the polls will open at 7:00 in the forenoon and close at 7:00 in the afternoon.

**IT IS FURTHER RESOLVED**, that the Warning for the above mentioned Town Meeting shall be published in *The Waterbury Record* on Thursday, October 17<sup>th</sup>, 24<sup>th</sup> and 31<sup>st</sup> and that the Warning for such meeting shall be posted on or before October 4, 2019 in the following FIVE public places in the Town of Duxbury, Vermont: the Town Offices; Crossett Brook Middle School, Harwood Union High School, the Old Duxbury Store AND Highway Dept, and the same shall be posted on the Town website.

**IT IS FURTHER RESOLVED**, that the Selectboard will hold a public information hearing on the bond issue proposition on October 29, 2019 at six o'clock in the afternoon at Crossett Brook Middle School.

**IT IS FURTHER RESOLVED**, that all acts relating to the proposition of

incurring bonded indebtedness and the issuance of general obligation bonds of the Town for the purpose of constructing and making said capital improvements within the corporate limits of the Town be in accordance with the provisions of Chapter 53 of Title 24, Vermont Statutes Annotated; and

**IT IS FURTHER RESOLVED**, that the attached Warning and form of Ballot are specifically adopted for use in connection with consideration of the above-stated proposition of making said public improvements and incurring bonded indebtedness therefor.

Dated at Duxbury, Vermont, this 23 day of September, 2019

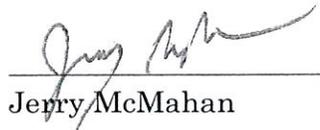
DUXBURY SELECTBOARD



Bob Magee, Chair



Mari Pratt, Vice-Chair



Jerry McMahan



Dan Schillhammer



Kevin Garcia

Received and Recorded this 21<sup>st</sup> day of September, 2019



Maureen Harvey, Town Clerk

**WARNING  
TOWN OF DUXBURY  
SPECIAL TOWN MEETING  
2019**

The legal voters of the Town of Duxbury are hereby notified and warned to meet at the Crossett Brook Middle School cafeteria, 5672 VT Route 100, in said Town on Tuesday, November 5, 2019 to vote by Australian ballot beginning at seven o'clock in the forenoon and closing at seven o'clock in the afternoon on the following Article.

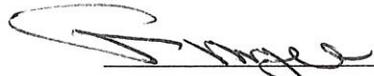
**BY AUSTRALIAN BALLOT**

**Article 1:**

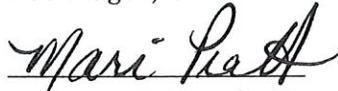
**Shall bonds of the Town of Duxbury in an amount not to exceed THREE HUNDRED THOUSAND and 00/100 DOLLARS (\$300,000.00) be issued to finance capital improvements to the Town highway garage?**

Dated this 23 day of September, 2019 at Duxbury, Vermont.

**DUXBURY SELECTBOARD**



Bob Magee, Chair



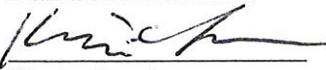
Mari Pratt, Vice-Chair



Jerry McMahan

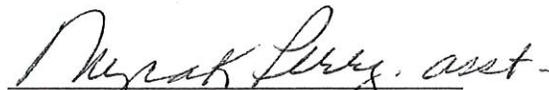


Dan Schillhammer



Kevin Garcia

Received and Recorded this 24 day of September, 2019



Maureen Harvey, Town Clerk

**OFFICIAL BALLOT**

**ARTICLE 1**

**Shall bonds of the Town of Duxbury in an amount not to exceed THREE HUNDRED THOUSAND and 00/100 DOLLARS (\$300,000.00) be issued to finance capital improvements to the Town highway garage?**

If in favor of the bond issue, make a cross (X) in this square .

If opposed of the bond issue, make a cross (X) in this square .

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**Re: Town forest committee**

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kalev &lt;kalevfreeman@gmail.com&gt;

Tue, Sep 10, 2019 at 10:54 AM

To: Jonathan DeLaBruere &lt;duxbury.sb.assistant@gmail.com&gt;

Jonathan,

I'm sorry that no one is available for 9/23. I can provide an update to the select board at a later date, perhaps in October. Briefly, we have been working with the Washington county forester to develop a forest management plan, completed an initial inventory of the property, and surveyed town residents on their goals for use of the property. We hope to have a draft forest management plan for review and public comment at town meeting in March.

In the meantime, can you please notify the select board of an urgent update from the town forest committee?

**Request**

We would like to request help from the road commissioner to provide a report on options for access to the town forest from Hart road.

**Rationale**

There is currently no access to the town forest, since unimproved road above the gate at Hart Rd has washer out. The conservation easement requires that the town provide public access. The town will need to either repair the road so that it is passable, or the road will need to be replaced with foot trails and simple parking area near the gate.

Thank you,

Kalev

On Mon, Sep 9, 2019 at 3:50 PM kalev <kalevfreeman@gmail.com> wrote:

Hi Jonathan,

I'll be out of town on 9/23, but I'll see if there is someone else from the town forest committee who can attend. Thank you,

Kalev

On Mon, Sep 9, 2019 at 3:37 PM Jonathan DeLaBruere <duxbury.sb.assistant@gmail.com> wrote:

Hi Kalev,

The agenda for both tonight's and tomorrow's meetings are already posted and cannot be changed. The next agenda I can get you on will be the Monday, September 23rd beginning at 6:00 PM. Let me know if you have any questions and if that works for you.

Thanks,

Jonathan

On Mon, Sep 9, 2019 at 1:52 PM kalev <kalevfreeman@gmail.com> wrote:

Hi Jonathan,

Can I please get on the agenda for tomorrow's select board, for an update from the town forest committee?

We are making progress on establishing a forest management plan, but we need help from the Town to evaluate the road / access to the site.

Thanks,

## Town Forest Road Recommendations

### Option A – Restore to drivable condition

Replace 2 culverts, 1 – 18" 1 – 2'. Leave existing 4' squash culvert in place as it is in decent shape and would be costly to replace.

Fill deep washes with bank run gravel, top with gravel or plant mix.

Ditch right hand side of road.

Remove gravel berm from in front of gate.

#### Estimated cost:

Bank Run Gravel 28yards @\$6 per yard = \$168

Plant mix or gravel 84 yards @ 10 per yard = \$840

40' x 24" Culvert at \$19.53 per foot =\$781.20

40 x 18" culvert at \$12.95 per foot = \$518

**Rough Total** = **\$2,307.20**

### Option B – Turn into walking trail access

Remove two bad culverts and create water bars for run off.

Use fill to fill in edges that have washed out.

Ditch right hand side of road.

Remove gravel berm from in front of gate.

Cut trees and level out spot for small parking area.

**Estimated cost: \$500 +/-**

**\*Depending on amount fill that can be used that is already on site to fill in wash outs for foot path, this may have no significant cost bearing, however it would be wise to at least anticipate a small amount of monies be needed for any unseen circumstances\***

