

Duxbury Selectboard Meeting
June 29, 2020
6 pm
ZOOM

Present: Kevin Garcia (chair), Dick Charland, Jerry McMahan, Mari Pratt, Dan Schillhammer

Others Present: Jonathan DeLaBruere (Selectboard Assistant), Jeff Poitras, Jill Smith, Henry Amistadi, David Specht

Call to Order: 6:00 pm

BID Award: Resident Engineer Inspector for Crossett Hill (Slide)

Kevin: 5 bids received with a range. Adjusted numbers for hours and wages to compare apples to apples. Dubois and King came in as lowest bidder and there's no problem with D & K's experience for a project of this size.

VIS was in third place number wise and experience is limited with projects like this. Suggests D & K.

Mari agrees with Kevin to hire D&K

Jerry: VIS did not look like a good fit for this project; D & K tailored their bid to what we're looking for and they have the experience.

Dan: Concurs with all of above

Kevin: Reminder that this is a FEMA project and the Selectboard is bound to accept the lowest qualified bidder for this project.

Kevin worked the numbers on each bid to come up with a comparison that follows:

Dubois & King	\$51,640
John Turner	\$57,296
GPI	\$67,780
VIS	\$57,400
VHB	\$71,346

Kevin: Ben MacKinney, a Duxbury resident, showed interest in helping the town out with this project as this work is in his wheelhouse. Ben shared with Kevin that he thought D & K was the best fit for this project in terms of the numbers and the experience.

Jonathan: for the record the Board had asked him to send these bids to Golder. Golder felt it would be a conflict of interest to make a recommendation or comment since they had consulted with VHB on this project.

Motion: The Duxbury Selectboard will hire Dubois and King as the Resident Engineer Inspector for the Crossett Hill Slide project.

Mari moved

Dan seconds

VOTE: Ayes (4) Nays (0) Abstain (1-Dick)

Motion carries

Hauling Company for materials: Discussion and Decision

Kevin: The town road crew is short-handed with only 1 excavator/grader operator and 1 truck driver. Hiring a private hauler for materials would help the road crew get the materials they need and keep them working on the roads.

Mari: agrees something should be done, since the ad for hiring seasonal help has not brought in any applicants to date.

Dan: agrees; not ideal, but need to take advantage of the summer season

Dick: agrees to let Ben (Duxbury's Interim Road Foreman) go out and get pricing for a private hauler and let the Board know what it's going to cost.

Jerry: being short handed on the road crew means there's some savings on salary, so can help offset the cost of a private hauler

Motion: Allow Ben, Duxbury's Interim Road Foreman, to gather contract numbers for private haulers to haul material for roads.

Dan moves

Mari seconds

VOTE: AIF

Motion carries

Request Treasurer to Make the Payroll Changes to Reflect 2021 Budget Amounts

Motion: Request Duxbury Town Treasurer to make the payroll changes to reflect 2021 budget amounts to reflect cost of living increases (1.6%), effective July 4, 2020, as Town directed, by vote, at the Selectboard to do at Town Meeting, March, 2020, to include the following town positions:

Road Crew FT 2

Town Clerk

Town Treasurer

Assistant Clerk

Assistant Treasurer

DRB Assistant
Delinquent Tax Collector
Listers
Moderator
Animal Control Officer
Auditors

Mari moves
Dick seconds
VOTE: AIF

Sidenote: Will address the Road Foreman position and COL at a later date.

Stipend Amount for Minute Recorder

Mari: Researched past practice when a minute recorder was paid by Selectboard a few years back. The stipend rate was \$75 per meeting. When Selectboard Assistant, Jonathan DeLaBruere, was hired, he then became the minute recorder for the Selectboard. The money had come out Selectboard Expenses; can come out of the Selectboard Assistant Expenses amount, now.

Kevin: requests hearing from any Board members or members of the public listening to the Board meeting; stated he was waiting for a member of public to ask why a Board member isn't taking the minutes

Jerry: If a Board member is taking minutes, it's very difficult to participate in the meeting

Dan: if a Board member is taking minutes, that member's feedback is lost because they're too busy taking meeting minutes.

Brenda: Suggested \$50 per meeting up to 3 hours would be reasonable to her. If meetings go longer, could revisit this with the Selectboard.

Dan moves: Pay the Minute Recorder (Brenda Hartshorn), \$50 stipend per meeting

Mari seconds
VOTE AIF
Motion carries

Other Business while waiting to go into Executive Session:

Dick: When are we going to act on the contractor (Crossett Hill Slide)?

Kevin: Waiting for analysis from Golder. We will need to have a quick meeting on Thursday of this week or Monday of next week to decide on the contractor. Kevin reached out to Golder and they had a few more questions for the bidders. Kevin will draft a letter either tonight or tomorrow morning to the bidding contractors with Golder's questions for them.

David Specht: Since the start date for the Crossett Hill Slide project is July 1, 2020, will the end date change?

Kevin: No. The bidding contractors all offered different start dates and they all know the end date, so that won't be changing.

Dan moves: The Duxbury Selectboard move into Executive Session at 6:36 pm to conduct interviews for the Duxbury Road Foreman position.

Jerry seconds

VOTE: AIF

At 8:24pm Board came out of Executive Session

Jerry moved to offer our chosen candidate the position of Road Foreman

Dick 2nd,

VOTE: AIF, Motion carries

8:26pm Dan moved to adjourn the meeting

Jerry second

VOTE AIF