

## Duxbury Selectboard Meeting Minutes

September 28, 2020

Remote Meeting via Zoom

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

SELECTBOARD MEMBERS PRESENT	Richard Charland, Kevin Garcia, Jerry McMahan, Mari Pratt, Dan Schillhammer.
MINUTES PREPARED BY:	Jerry McMahan
CALL TO ORDER	The meeting was called to order at 6:01 PM by Kevin.
INTRODUCTION OF SELECTBOARD MEMBERS	Selectboard members introduced themselves
ATTENDEES	Edward Brennan, Jeff Crozier, Jonathan DeLaBruere (SB Assistant), Hadley Laskowski, Myra Perry, Jeff Poitras, Jill Smith, david Specht (Zoning Administrator).

### CHANGES TO THE AGENDA

DISCUSSION	None.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

### CITIZENS AND VISITORS TO ADDRESS THE BOARD

DISCUSSION	1. David Specht, Zoning Administrator, reminded everyone that the Planning Commission is working on zoning changes and would like to see more attendance at its meetings, which occur on the 2 <sup>nd</sup> and 4 <sup>th</sup> Thursday of each month. Check the calendar on the Town website for more information. 2. Jeff Crozier is about to purchase property at the end of Richardson Road and had questions about upgrading the last half mile or so of Town road to meet class 3 standards. He will be in touch with road crew and Town officials to clarify what is required.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

### APPROVAL OF MINUTES

DISCUSSION	Jerry moved to accept the minutes of September 14 as written Dan 2 <sup>nd</sup> . All in favor.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**REVIEW OF SELECTBOARD MAIL**

DISCUSSION	<ol style="list-style-type: none"> <li>1. Good beginnings family assistance organization wrote regarding Town charitable contributions to them. There is no record of them in the 2020 budget, but they will be considered for 2021 if they apply in time.</li> <li>2. John Malter of Mad River Resource management Alliance wrote regarding their household hazardous waste pickup at Harwood on October 3. Duxbury left the Alliance several years ago due to the payments required to the Alliance. Duxbury residents who want to participate in MRRMA pickup events must pay a \$10 fee, plus volume and weight fees, for any waste turned in.</li> </ol>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**REPORT: HIGHWAY FOREMAN**

DISCUSSION	Ben was not present. The Ryan road culvert replacement delay was mentioned. Also, that the culvert replacement on lower Camels Hump Road is required to be completed by October 31. Not yet scheduled.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**REPORT: TOWN TREASURER**

DISCUSSION	<p>Maureen was not present, but the Board discussed some items of concern. The amount of property taxes received since August 22 is approximately \$652,000. The grant anticipation loan needs to be addressed at the next meeting. Dick asked if interest on this loan was included in the budget. David replied that it was, but the line item was not immediately apparent. David will research.</p> <p>Kevin asked about timing of invoices for the Crossett Hill slide work. Jonathan replied that the first invoice will be received in early October, and a 2<sup>nd</sup> a few weeks later. He said FEMA is overextended and running about a month behind on reimbursements. Dick asked if we would receive reimbursement before the 2<sup>nd</sup> invoice is due. Jonathan said it was likely but not guaranteed.</p> <p>The culvert replacement on upper Scrabble Hill Road was discussed. There are some technical issues with meeting federal requirements for assistance. It was agreed to let the road crew Foreman and the state liaison handle this to the extent possible. Final cost to the Town will likely be in the \$18,000-20,000 range.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Research status of grant anticipation loan interest payments	David Specht	Next meeting.

**REPORT: SELECTBOARD ASSISTANT**

DISCUSSION	Most items have already been discussed tonight.	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

## NEW BUSINESS

DISCUSSION	<ol style="list-style-type: none"> <li>1. Conflict of interest policy update: The Town’s Conflict of Interest Policy does not currently meet federal requirements because no consequences are specified for violations. A corrective action must be written by October 16. There are also some compliance issues with the Town’s solicitation of small and minority owned businesses. Jonathan will draft a corrective action plan before the deadline.</li> <li>2. Application for municipal roads grant: Grant amount will be based on mileage of “hydrologically connected road” per the Agency of Natural Resources. The Town’s share would be 20%, approximately \$5000 in this case. Results of the road erosion inventory will aid in selecting projects for this grant. This will be revisited if the grant is awarded.</li> <li>3. Bridge 7, TH 37 (Mill Road) and Bridge 37, TH 12 (Pitts Bridge on Camels Hump Road): Mill Road has been abandoned but the Town is still responsible for the bridge. This is a wood deck bridge. We will see if the road crew can do the repair. The Pitts Bridge on Camels Hump road needs a new deck as well. These structures will be on the agenda for the next meeting.</li> <li>4. Municipal discounts to residents: In the past, residents were able to purchase items such as culverts at the same rate the Town paid, utilizing the vendor’s municipal discount. Vendors have indicated that residents have taken advantage of this program to buy excessive amounts of material at lower rates. In addition, the Town would be responsible for paying tax on these purchases, as the Town’s purchases are tax free. Mari moved to not provide a municipal discount to residents. Dan 2<sup>nd</sup>. All in favor.</li> </ol>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Corrective action on conflict of interest policy. Corrective action on soliciting minority owned business bids.	Jonathan	10/16/20

## OLD BUSINESS

DISCUSSION	<ol style="list-style-type: none"> <li>1. Town Garage: Dick has not heard back from our consultant. Suggests putting out an RFP if we do not hear from him soon.</li> <li>2. Ryan Road: Closure hours are not clear at this time. The road crew Foreman will put up a sign at the end of Ryan road to notify residents of specific.</li> <li>3. Cubit Property Survey: Letters were sent to adjacent landowners. No responses yet. Mari suggested that we have the boundary surveyed. Mari moved to put out an RFP for surveying bids. Jerry 2<sup>nd</sup>. Discussion: David suggested pinning boundaries, which is expected. He can also provide a list of licensed surveyors. Four votes yes; Dick votes no. Passes 4-1. Jonathan will draft RFP.</li> </ol>	
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4. Crossett Hill Road project update: The contractor went over budget on 4ft. stone. The total additional cost is approximately \$50,000. Dick mentioned that he only got the contractor's minutes just before tonight's meeting. Jonathan will ask them to provide faster documentation. In the meantime, the contractor will provide a website where residents can look at daily work reports, minutes, photos, etc. It can be accessed here: <http://files.dubois-king.com/index.php/s/n1E4B0E77Q4UPTu> and here: <https://drive.google.com/drive/folders/1MJ4yF4HyNvvqV8qL9WdKUUmw8-DjHvKz>
5. Scrabble Hill culvert engineering RFP: Already partially discussed in SB Assistant's report. Dick moved to postpone further discussion until next meeting. Kevin 2<sup>nd</sup>. All in favor.
6. Budget discussion a, River Road Paving: All bids received for this project are higher than our grant award. Dick will try to get some new numbers for the next meeting.
7. Budget discussion b, Scrabble Hill slope stabilization: No decision made at this time. Mari mentioned that we need numbers from other Town officials and employees before budget planning can begin.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Sign on Ryan Road to notify residents of construction activity	Ben	10/1/20
Draft RFP for surveying of Cubit property	Jonathan	10/12/20

ADJOURNMENT	Dick moved to adjourn. Dan 2 <sup>nd</sup> . Adjourned at 8:26pm.
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