

## Townshend Selectboard Meeting Minutes– June 2, 2008

**Present:**

Alene Evans, late  
Joseph Juhasz  
Henry Martin

Carole Melis  
Brud Sanderson,  
Selectboard

**Participating members:**

Fredrick Hege, Rescue; Walter Meyer, TBA articles;  
Craig Hunt, septic installations; Keith Clark, Sheriff

At 6:15 PM the chair called to order the posted meeting to complete reviewing Townshend's Personnel Policies. The Board agreed that employees involved with be copied these Personnel Policies and will be invited to attend the posted June 23<sup>rd</sup> Selectboard meeting.

The meeting was convened at 7:00 and ***Participating Members*** were recognized

The Board informed **Fredrick "Rick" Hege's** that the Town has no problems with **RESCUE's 2008-2009 contract**. After discussion, *Melis motioned that the Town enter into a contract with RESCUE 2008-2009 and to have the chair to sign it, seconded by Evan, unanimously carried by the Board.* Hege took the original completed contract with him. Hege left at 7:15 PM

Board members informed **Walter Meyer**, a member of the Townshend Business Association (TBA) that the Board has been working on all projects noted on his list and he was told that the Selectboard minutes are available on the internet. Martin suggested to Meyer that he should contact the select person who is heading the project to get updates and information which will allow him **write articles** for TBA's Tribune. Meyer left at 7:35 PM.

Since the State has taken over approving septic applications and engineer drawings, on all septic designs **Craig Hunt** was asked to **update the Town "Septic" Ordinance** and to continue with his inspection and location of these State approved septic systems. Hunt left at 7:50 PM

**Sheriff Keith Clark** accepted the Board's changes in his **2008-2009 contract** which can be picked up tomorrow. *Melis moved to enter into a contract with the Windham County Sheriff's Department for 2008-2009, not to exceed \$19,200+/-, based on 40 hours of patrolling a month and to authorize the chair to sign the corrected contract, seconded by Juhasz, unanimously carried by the Board.*

Sheriff Clark believes that neighboring towns should join in one contract, allowing them to share in law enforcement costs. Sheriff Clark left at 8:35 PM

### ***1a. Town Clerk and/or Treasurer***

**Town Clerk:** Memo confirmed the finding of a rabid raccoon in the Styles Brook area

**Town Treasurer:** needs verification of E&O's and abatements - like SoVTCable. At the very end of this meeting Davis presented the Town Treasurer's 2 Memos.

### ***1b. Highway foreman:*** was not present.

**Board's Liaison report:** none at this time      Signed Road Commissioner's Orders: 5/30 & 6/2

The chair opened and read aloud the following paving bids:

Springfield	\$70.25 per ton	FWW	\$81.93 per ton
Bazin Bros	\$75.35 per ton	Lane	\$72.60 per ton

Martin suggested that the Kurt Bostrom, the road foreman, review these bids and if he is in agreement with the Board's consideration of Springfield Paving; Bostrom should proceed in awarding the bid to Springfield Paving.

**2. The minutes of May 5<sup>th</sup> and 19<sup>th</sup>** were tabled until next meeting.

**3. Martin moved to *Pay Bills and Sign the following Orders*, seconded by Melis**

SM07-08-24 \$4,202.92 (open for Lister's postage) PR SM07-08 \$2,257.02

*unanimously carried and signed by the Board.*

#### **4. Old Business**

**Bookkeeping Comm.** - As the Board's liaison, Evans recapped some of the procedures taken and considered by this Committee comprised of Pat Adrian, Hedy Harris, Anita Bean and Ernie Saunders, of NEMRC. The Committee's memo recommendation was that the Board offer the Bookkeeping position to Meredith (Meri) Roberts, starting July 7<sup>th</sup>, 3 month trial review, competitive wage of \$17 – 18 per hour and to be trained by Laurie of New England Municipal Resource (NEMR). Laurie will also meet with Michalina Wasung, Town Treasurer, to get an understanding of how and where to locate financial statements, etc..

After reviewing NEMR's contract for bulk services *Martin moved to enter into this contract for bulk services offered by New England Municipal Resource, seconded by Juhasz, unanimously carried by the Board and signed by the chair.*

Juhasz suggested that the Board offer Roberts, cost free, to attend a June 24<sup>th</sup> seminar offered by VLCT on municipal accounting procedures at the Capital Plaza, Montpelier.

**Town Hall Renovations:** Evans met with the committee (Carole Melis, Pam Horn, Evans, Arthur Lyman, Robert DeSiervo and Elizabeth Garfield as chair) informing them what Town Hall projects the Selectboard had been working on – cabinets, new parking, etc. She stated that the Planning Commission will report to the Selectboard on any actions to be taken by this committee. Evans left.

**Pieciak & Company:** Martin was not satisfied with Mr. Pieciak's solution in resolving Pieciak and Company's hours billed to the Town.

**June 24<sup>th</sup> Special Town Meeting** – After discussing the information about the Town's new financial situation. The Board agreed there was no need to have a Special Town Meeting – hereby canceled.

Juhasz expressed the idea to establish a volunteer audit committee to oversee, understand monies spend or available, to provide financial recommendations etc.

**Town Barn construction** – After meeting with the Planning Commission (PC) Melis reported that Stevens Associates will provide, the adhoc committee with copies of their preliminary work for the PC as to

building at the Town Barn site. The adhoc committee will be compiling information, sketches, etc for an engineer/architect to commence in preparing documents plans for bidding.

**Dept of Forest & Parks:** their correspondence noted Planned Stewardship Activities in the State Forest.

## **5. New Business**

- *Martin moved to accept Scott Chase's resignation as a Planning Commissioner, seconded by Melis, unanimously carried by the Board.* At this point the chair asked that all vacancies be posted.
- *Melis moved to ratify actions taken by Martin in response to CVPS's e-mail to fix the conduit on the Common, seconded by Sanderson, unanimously carried by the Board.* Warren Beattie, electrical company, performed a temporary fix for the Memorial Day weekend.
- Stevens Associates e-mailed the Board re: drainage thru a line, coming straight from the Town Hall into L&G manhole. A copy of Amon G. DeWitt, plumber, sketch showed the right rear location of the Town Hall system. The Board agreed with Martin's suggestion to get the septic system pumped.
- No action taken on VLCT's proposed Model Low Impact Develop. Stormwater Mgt Bylaw
- The Board requested all of Townshend's old files from Town counsel, Attorney R. Fisher.
- The Board accepted Francis Bailey resignation as the Town Hall maintenance person, effective July 8<sup>th</sup>.

## **6. Other Business**

- Maher send Post Oil's State non-profit certificate for the Thursday's Farmer Market on the Common

StofVT	LaFountain constructing 3 bed - Manning Rd;	Limoges 3 bed – Kirsch Rd;
	MacDougall install septic - 3253 Simpson Brook	J. Wallace subdivide to L&G;
	P. Galbraith constructing 4 bed – 647 Barber Rd	
	Dam Diner has not submitted Water Supply Report	

**7. Executive Session** - None at this time.

**8. Next meeting – June 16<sup>th</sup>**

**9. Juhasz moved to Adjourn at 9:55 PM**, seconded by Sanderson, carried by those present.

Respectively submitted,

Cynthia Davis, clerk for the Selectboard