

Townshend Select Board Minutes

October 19, 2009

Present:

Select Board: Hedy Harris, vice chair; Bruce Bills; Michael Charles

In attendance: David Dezendorf, Emergency Management Coordinator; Kurt Bostrom, Highway Forman; Craig Hunt, (Select Board administrative assistant)

1. Call to Order: Harris called the meeting to Order at 6:03 p.m.

2. Approval of Minutes: Charles made a motion: **To approve the Minutes of October 5th and 12th, 2009**, seconded by Bills, and carried by those present.

3. Additions and Deletions: Harris made a motion: **To suspend the rules in order to consider filling the vacant position on the Select Board**, seconded by Charles and carried by those present. Harris then made a motion: **To nominate David Dezendorf to fill the seat on the Select Board vacated by Alene Evans until Town Meeting in March, 2010**, seconded by Charles, and carried by those present. Dezendorf accepted the nomination, and was welcomed by members of the Board.

Charles requested adding to Old Business discussions of the Lockbox contract with Chittenden Bank and linkage of the Town's website to the Town Barn construction photo site, which he is personally hosting. Harris asked to include under New Business a discussion of Town Hall security.

4. Warrants: Bills made a motion: **To approve the Warrants of October 19, 2009**, seconded by Charles, and carried by those present.

General Fund	\$ 19,352.71
Payroll	\$ 10,379.90
Highway Department	\$ 87,428.50

5. Reports:

Town Clerk's Report: None at this time.

Treasurer's Report: None at this time.

Bookkeeper's Report: An Update of account funds was acknowledged as received from the Bookkeeper.

Highway Foreman's Report: Bostrom and members of the Board examined those funds available for the costs of paving on Windham Hill Road, and discussed a request from the Windham Regional Commission for a detailed report of work needed on Town bridges which might qualify to receive grant money being made available. Bostrom informed the Board that he was identifying the Town's bridge repair needs and communicating with the WRC to meet the grant application deadline.

Bostrom reported that he was ordering fourteen new tires for the trucks, readying the snowplows, and was going to need to purchase gravel for shoulder work on Windham Hill Road.

At 6:45 p.m., Bills made a motion: **To enter into Executive Session with Bostrom to discuss personnel matters**, seconded by Charles, and carried by those present. The Board returned from Executive Session at 7:08 p.m., and as a result, no action was taken, though Harris said that she would be discussing payroll issues with the Bookkeeper.

Town Barn Committee Report: Bostrom provided the Board with a brief update of construction work on the Town Garage, relaying that while the contractor was still running about a week behind the projected schedule, the structural framework for the garage was nearing completion and that the roof was about half done; the electric hook-up for the compactor had been installed, and the concrete pad was soon to be poured.

6. Members of the Public: By general consent, members agreed to change the order of the Agenda and welcomed Bill Eckhart and Jeremy Gardner, manager of Bartlett Tree Service. Discussion ensued about the condition of the many trees on Townshend Common, with Bill Eckhart providing a brief history of their planting and maintenance, and Jeremy Gardner offering recommendations for pruning, fertilizing, and the replacing one tree. The Board agreed to examine Bartlett's proposal and the various options provided, and, following the development of next year's budget later this Fall, continue this discussion.

7. Emergency Management Officer's Report: David Dezendorf informed the Board that the GIS maps with 911 overlays should be delivered later this week, and that he was working on a draft budget proposal for Emergency Management operations for Board members to review.

Hunt relayed that a Notice and Warning for the Public Meeting and deliberation upon the proposed Emergency Management Ordinance, scheduled for November 16th, had been printed in the Brattleboro Reformer and posted in Town.

8. Correspondence: The Board briefly discussed the letter that Dezendorf had submitted to the Public Service Board regarding the proposed helicopter landing zones in Townshend to serve the construction of the Southern Loop project, and the letter received from the PSB indicating that VELCO representatives had been asked to answer the specific questions and concerns which had been raised.

9. Old Business: Hunt was instructed to get an update from the Town attorney's office regarding the discontinuance of Favreau's Corner Road, and to follow up on Hillary Cooke's examination of municipal insurance options. Hunt was also instructed to have Dezendorf's name added to the Select Board's e-mailing list, following his taking of the Oath to serve on the Board.

The Board then discussed an estimate for concrete ramp work at the Town Hall designed to meet stipulations of the Polling Place Access grant that the Town had received, and Charles made a motion: **To proceed with plans developed by Stevens & Associates for a new Polling Place access ramp, and approve the estimate for concrete work to be done by Brian Searles, contingent upon review and acceptance of those plans and that estimate by Steve Ovenden, who would have the authority of the Board to sign all contracts necessary**, seconded by Bills, and carried by those present.

Hunt was instructed to continue with an effort to have all Townshend Ordinances and Policies put onto the Town's website, continue with the application process for

permanently moving the compactor and recycling bins to the present Grafton Road location.

Charles made a motion: **To have the Town website linked to the Town Barn construction photo site**, seconded by Harris, and carried by those present.

10. New Business: The Board discussed the utility of the wooden cabinets in the Town Hall dining room, and instructed Hunt to make them secure and get the Select Board's files into them. Members then discussed general access to the Town Hall and the Finance and Lister's offices, and Dezendorf said that he would talk with the Town Clerk about who had and needed keys.

Charles agreed to examine the contract received from Chittenden Bank for Lockbox services, and recommend to the Board any changes prior to signing.

Charles then made a motion: **To approve the use of the Townshend Common for the Grace Cottage Hospital Health Fair on May 15, 2010, and approve the hospital's request to land the DHART helicopter in the field below Leland & Gray**, seconded by Bills, and carried by those present.

11. Next Meeting: Budget Workshop October 26, 2009 at 5:00 p.m.

Regular Meeting: November 2, 2009 at 6:00 p.m.

12. Adjournment: Charles made a motion: **To adjourn at 8:35 p.m.**, seconded by Harris, and carried by those present.

Respectfully submitted,

Craig K. Hunt, administrative assistant