

# **Townshend Select Board Minutes**

## **November 2, 2009**

### **Present:**

**Select Board:** Steve Ovenden, chair; Hedy Harris; David Dezendorf; Bruce Bills; Michael Charles, absent

**In attendance:** Kurt Bostrom, Highway Forman; Robin O'Neil; Michael Meyer; Craig Hunt, (Select Board administrative assistant)

**1. Call to Order:** Ovenden called the meeting to Order at 6:02 p.m.

**2. Approval of Minutes:** Harris made a motion: **To approve the Minutes of October 19th, as corrected**, seconded by Ovenden, and carried by those present. Hunt was requested to not post the Draft Minutes of Select Board meetings on the Town's webpage in the future, but post only the approved Minutes.

**3. Additions and Deletions:** Harris requested adding "streetlights" and "employee job descriptions" to the Agenda under Old Business, and Ovenden requested adding an update of "sidewalks and Town Hall parking" to Old Business, as well.

**4. Warrants:** Bills made a motion: **To approve the Warrants of November 2, 2009**, seconded by Harris. Following discussion about having the Warrants reviewed by different Board Members with particular oversight interests, the motion and carried by those present.

General Fund	\$ 53,361.82
Payroll	\$ 6,567.60
Highway Department	\$ 2,008.48
Town Barn Account	\$ 0.00

### **5. Reports:**

**Town Clerk's Report:** The Board received a spread sheet of financial transactions recently processed through the Town Clerk's office.

**Treasurer's Report:** None at this time.

**Bookkeeper's Report:** None at this time.

**Highway Foreman's Report:** Bostrom reported meeting with Brian Searles and scheduling work to begin on the polling place access ramp at the Town Hall for Wednesday, November 4th. The road crew will be demolishing and removing the existing concrete ramp, and digging a foundation for the new footings. Bostrom also informed the Board that in discussion with Searles, it was noted that the estimates for the work did not include the purchase and installation of new railings.

Bostrom requested that the Town purchase a storage trailer for the Highway Department, to be presently used for emptying the existing Town Barn prior to demolition, while awaiting completion of construction of the new Town Barn, and in the future, be used for housing seasonal equipment, possibly at the gravel pit. Following

brief discussion, Ovenden made a motion: **To approve the purchase by the Town Barn Committee of a storage trailer for a sum not to exceed \$2000.00**, seconded by Harris, and carried by those present.

Bostrom then reported on culvert cleaning during the recent rain storm; the need to attend to building shoulders on Grafton Road; and the status of repairs on T-3, which needed a leaf spring replaced.

**Town Barn Committee Report:** Bostrom provided the Board with an update of work on the Town Garage, conveying that construction work should be essentially complete by the end of November.

Harris asked Bostrom about his, and road crew job descriptions, which Bostrom thought were possibly written and on file in the Clerk's office, but that they probably needed updating. Bostrom informed the Board that Jamaica had just re-written the job descriptions for their highway crew, and suggested that copies of those descriptions might be obtained and reviewed.

**6. Members of the Public:** The Board welcomed the attendance of Robin O'Neal, and discussed her interests in local government, suggesting that perhaps she inquire about an opening on the Planning Commission.

The Board then welcomed Michael Meyer, who requested that the Townshend Snowmobile Club be permitted by the Select Board to cross, or ride along the side of the following roads: Ober Hill, Peaked Mountain, East Hill, Sawdust Alley, Ellen Ware, Riverdale, Taft Hill, Acton Hill and Simpson Brook. Following discussion and review of a letter from the previous Select Board which granted permission and outlined conditions of use by snowmobile riders last year, Meyer promised to prepare his request incorporating similar terms and providing more specificity as to the locations of crossings and/or roadside use.

Hunt was asked to provide a copy of the road list to Bostrom and solicit his commentary prior to the next Board meeting.

**8. Correspondence:** The Board reviewed a contract proposal from Rescue, Inc. for fiscal year 2010-11, and Ovenden made a motion: **To enter into contract with Rescue, Inc. for the fiscal year 2010-11 in the amount of \$29,736.12, to be invoiced monthly in the amount of \$2,478.01**, seconded by Harris, and carried by those present.

**9. Old Business:**

**Streetlights:** Ovenden offered to speak with CVPS about their replacing all of the remaining mercury vapor streetlights with more-efficient bulbs.

**Sidewalks:** Ovenden reported that the State would now grant permission to the Town for constructing four-foot wide sidewalks, rather than five-foot wide, if those sidewalks included five-foot wide landings at various specified locations. This permission, with a one-foot shoulder to enhance the sidewalk, would generally relieve the Town of having to seek right-of-way increases from private properties, and narrow the Route 30 roadway, somewhat. Though the cost would be slightly greater because of the required landings, it was felt that an advantage in the look of continuity would be achieved, and that narrowing Route 30 might serve to slow vehicular traffic through Town.

Ovenden also reported on reviewing and approving the plans from Stevens & Associates for the Town Hall access ramp, and accepting the bid from Brian Searles for construction of that ramp at \$5700.00.

Municipal Insurance: Hunt reported that Hillary Cooke of Northern Benefits, Inc., anticipated providing comparisons of insurance costs early in December.

Favreau's Corner Road discontinuance: Hunt reported that the Town Attorney expected to be researching the issue of road discontinuance and working on a draft for the Board prior to the next meeting.

**10. New Business:** None at this time.

**11. Executive Session:** Ovenden made a motion: **To enter in Executive Session at 8:40 p.m., to discuss contractual matters**, seconded by Harris, and carried by those present.

The Board returned from Executive Session at 9:00 p.m., and as a result, Dezendorf offered to contact the Windham County Sheriff's Department about municipal law enforcement concerns.

**12. Next Meeting:** Budget Workshop: November 9, 2009 at 5:00 p.m.

Emergency Management Ordinance Public Hearing:

November 16, 2009 @ 5:30 p.m.

Regular Meeting: November 16, 2009 at 6:00 p.m.

**13. Adjournment:** Ovenden made a motion: **To adjourn at 9:03 p.m.**, seconded by Harris, and carried by those present.

Respectfully submitted,

Craig K. Hunt, administrative assistant