

# **Townshend Select Board Minutes**

## **November 16, 2009**

**Present:**

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

**In attendance:** Cynthia Davis; Dale Davis, Town Barn Committee, chairman; Irvin Stowel, Ancient Roads Committee, chairman; Janet Stowell; Capt. Lakin, Windham County Sheriff's Department; Michael Meyer; Kim Ellison, Bookkeeper; Craig Hunt, (Select Board administrative assistant)

**1. Call to Order:** Ovenden called the meeting to Order at 6:05 p.m.

**2. Approval of Minutes:** Ovenden made a motion: **To approve the Minutes of November 2nd, as corrected with the addition of his having given report on approving the contract for Town Hall ramp construction by Brian Searles,** seconded by Harris, and carried by those present.

**3. Additions and Deletions:** Harris requested adding a discussion about the Town Hall key policy, and Ovenden requested adding "personnel policy" under Old Business to the Agenda under Old Business. Consideration of the draft Emergency Management Ordinance was removed from the Agenda. Harris then requested that the order of the Agenda be changed to accommodate discussion with Captain Lakin of the Windham County Sheriff's Department, which Board Members agreed upon by general consent.

**4. Members of the Public:** Captain Lakin was then welcomed and reviewed law enforcement services provided to Townshend under the present contract with the Sheriff's Department, emphasizing that revenues to the Town received since July 1st exceeded by almost \$3,500.00 Townshend's contracted expense. In lengthy discussion, Capt. Lakin explained to the Board that the contracted amount guaranteed that the Department would provide coverage to Townshend for at least 4.5 hours a week, even if money under the contract had been spent. Though approximately two-thirds of the \$9,500.00 contract amount had been spent by the Department on investigative service calls in the first four months of this year, reported Capt. Lakin, coverage of Townshend by Deputies, either through other contracts to roam the County, or through provision of complimentary time, would remain.

Harris asked if the Sheriff's Department would entertain a contract of longer terms, such as three years, and if the Department would guarantee not to raise the hourly rate at which it bills for services under a longer contract. Capt. Lakin promised to discuss that with Sheriff Clark and report back to the Select Board.

Irv Stowell reminded Board Members that any surplus revenues for the Town generated by the Sheriff's Department had to be held aside until the voters decided how to spend the money at Town Meeting.

Capt. Lakin also informed the Board that the Sheriff's Department had separate contracts with the Vermont Agency of Natural Resources, to cover the State Park; with Leland & Gray Union High School; and with the Army Corps of Engineers for Townshend Dam, which increased the Department's presence in Townshend beyond that of the municipal contract. Capt. Lakin left at 6:43 p.m.

**5. Warrants:** Bills made a motion: **To approve the Warrants of November 16, 2009**, seconded by Harris and carried by those present.

General Fund	\$ 65,440.11
Payroll	\$ 8,510.60
Highway Department	\$ 8,544.86
Town Barn Account	\$ 92,455.21

**6. Reports:**

**Town Clerk's Report:** None at this time.

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

**Bookkeeper's Report:** Kim Ellison reported that the Treasurer's and Bookkeeper's reports would be combined, and that as of Friday, November 13th, 7.0% of the taxes from the first quarter and that 39.0% of the taxes from the second quarter remained unpaid. Ellison also reported that the audit should be complete in the next few weeks, but that many of the specific recommendations made by the auditing firm of McSoley McCoy, Inc., following its audit of Townshend's finances last year, were not acted upon. These recommendations, which included corrections and adjustments to the Town's books, and changes in financial management practices, would re-appear following the audit presently being conducted.

**Highway Foreman's Report:** Bills reported having spoken with Kurt Bostrom, and relayed the Foreman's request to the Board for advice on how to sell or dispose of surplus Highway Department equipment. Particularly, the Town has two generators and two Quonset-hut style storage buildings that are not needed and should be removed.

Janet Stowell asked whether the Board knew the condition of the larger generator, which apparently has not been protected from the weather, and suggested that the Town not give away anything, especially as useful as a generator, if it didn't have to. Dezendorf promised to look at the generators and assess their conditions and report back to the Board. Irv Stowell informed the Board that it was its responsibility to put Town property up for bid if anything was to be sold.

**Town Barn Committee Report:** Dale Davis informed the Board that the electrical work at the new Town Garage should be completed within a week, and that, though the contractor was running about two-weeks behind schedule, an Occupancy Permit had been applied for and would hopefully be received by December 2nd. Davis also informed the Board that because construction was nearing completion, the Town Barn Committee was exchanging information and approving invoices via e-mail, as necessary, rather than hold formal meetings for that express purpose. Davis left at 7:15 p.m.

**7. Members of the Public:** The Board welcomed Michael Meyer, who had previously requested that the Townshend Snowmobile Club be permitted by the Select

Board to cross or ride along the side of certain Town roads. Ovenden read a letter drafted in response to the Club's requests, and by general consent of Board Members present, and by acceptance of the terms and stipulations expressed in that letter by Michael Meyer, the Board approved granting the Townshend Snowmobile Club's requests. Ovenden then signed the letter and a copy was given to Michael Meyer.

Board members then briefly discussed safety issues and traffic conditions near the Townshend Elementary School on Common Road, but decided not to deliberate upon any options or duties until receiving expected reports from parties representing the concerns of the Elementary School.

At 7:45 p.m., Irvin Stowell provided an update on the Ancient Roads Committee, and specifically requested knowing how to proceed in obtaining the Grant money that was promised to the Committee. Following discussion and discovery of what was involved, Ovenden made a motion: **To instruct the Ancient Roads Committee Chairman to acquire the Ancient Roads Grant money**, seconded by Bills, and carried by those present.

Ovenden then made a motion: **To have the Town Clerk issue to Irvin Stowell a set of keys to the Town Hall and to the Listers office**, seconded by Bills, and carried by those present.

**8. Correspondence:** A letter from Attorney Fisher, expressing his representation in an unemployment compensation claim on behalf of the Town, was acknowledged as received.

**9. Old Business:**

Personnel Policy: Ovenden relayed that the Personnel Policy which the Select Board had adopted apparently did not incorporate important changes that members of the Road Crew felt the previous Select Board had agreed upon. Discussion followed that included a decision to gather what information was available and present it at the next Board meeting.

Polling Place Access Ramp. Ovenden reported giving information to Brian Searles about obtaining the necessary railings for the new ramp at the Town Hall.

Sidewalks: Ovenden reported receiving the Permits from the Agency of Transportation to replace and modify the Town's sidewalks, which would be scheduled for next Spring.

Town Hall Key Policy: Harris agreed to edit a draft received from Dezendorf regarding the establishment of a Key Policy for the Townshend Town Hall.

Employee Job Descriptions: Harris reported having given to the Bookkeeper a draft of the Bookkeeper's job description, which was being reviewed.

Waste Management: Irvin Stowell reported that he had received information from Windham Solid Waste Management that anticipated increases in municipal tipping fees for fiscal year 2010-11 would be no more than 5.0%.

Streetlights: Hunt was requested to determine which streetlights the previous Select Board had considered appropriate for removing, and put that matter on the next meeting's Agenda.

Favreau's Corner Road discontinuance: Hunt was instructed to contact Attorney Fisher regarding a draft Notice of Decision on Favreau's Corner Road, and prepare that Notice and other documents prior to Board meeting on December 21st. Hunt was also

instructed to speak with the Listers regarding a tax number assignment and an assessment of valuation specific to the Town's ownership of one portion of Favreau's Corner Road.

**10. New Business:** Dezendorf made a motion: **To have Rick Hege establish an e-mail address through the Town's service for the Townshend Fire Department**, seconded by Ovenden, and carried by those present.

Ovenden then made a motion: **To have Rick Hege establish an e-mail address of bookkeeper@townshend.net through the Town's service for the Bookkeeper**, seconded by Dezendorf, and carried by those present.

**11. Executive Session:** Ovenden made a motion: **To enter in Executive Session at 9:08 p.m., to discuss personnel**, seconded by Dezendorf, and carried by those present.

The Board returned from Executive Session at 9:30 p.m., with a motion from Harris, seconded by Dezendorf, **To return from Executive Session**, which was carried by those present. As a result of Executive Session, Ovenden made a motion: **To have Harris prepare a draft of the review of employee Craig Hunt and place it in his permanent file**, seconded by Harris, and carried by those present.

**12. Next Meeting:** Budget Workshop: November 23, 2009 at 5:00 p.m.

Regular Meeting: December 7, 2009 at 6:00 p.m.

**13. Adjournment:** Harris made a motion: **To adjourn at 9:33 p.m.**, seconded by Bills, and carried by those present.

Respectfully submitted,

Craig K. Hunt, administrative assistant