

# **Townshend Select Board Minutes**

## **December 21, 2009**

### **Present:**

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

**In attendance:** Kim Ellison, Bookkeeper; Capt. Lakin, (Windham County Sheriff's Department); Kurt Bostrom, Highway Foreman; Craig Hunt, (Select Board administrative assistant)

**1. Call to Order:** Ovenden called the meeting to Order at 6:25 p.m.

**2. Approval of Minutes:** Ovenden made a motion: **To approve the Minutes of December 7th**, seconded by Dezendorf. Following discussion, and correction, the motion was carried by those present.

**3. Additions and Deletions:** None.

**4. Warrants:** Bills made a motion: **To approve the Warrants of December 21, 2009**, seconded by Dezendorf and carried by those present.

|                    |              |
|--------------------|--------------|
| General Fund       | \$ 7,509.90  |
| Payroll            | \$ 10,446.42 |
| Highway Department | \$ 28,286.68 |
| Town Barn Account  | \$ 5,000.00  |

### **5. Reports:**

**Town Clerk's Report:** The Board reviewed the printed Town Clerk's Report.

**Bookkeeper's / Treasurer's Reports:** Kim Ellison reported on outstanding property tax payments at approximately 6.0% from the first quarter and 9.0% from the second. Ellison sought and received permission from the Board to return all tax overpayments received.

**Town Barn Committee Report:** Bostrom reported that the Highway Department was beginning to move into the new Town Garage and that demolition was proceeding on the old garage. Invoices that were being received by the Town from sub-contractors on the Town Barn Project were discussed, and it was decided to forward those directly to the General Contractor for payment.

Charles reported that certain delays by the General Contractor in completing the project on schedule needed to be addressed, and to that end, the Town Barn Committee had prepared a draft letter to Josselyn Brothers for the Select Board to review. Following discussion, Dezendorf made a motion: **To have the Select Board accept the letter, as modified, and authorize that it be sent to Josselyn Brothers**, seconded by Charles, and carried by those present.

**Highway Foreman's Report:** Bostrom reported on continuing problems with and repairs needed for Truck #3, and that winter sand would be delivered into the new sand shed by the end of the week.

Dezendorf requested that the Rules be suspended in order to meet with Members of the Public, which was approved by general consent.

**6. Members of the Public:** Capt. Lakin of the Windham County Sheriff's Department was recognized and reported on speaking with Sheriff Clark about the Town entering into a contract for a term that exceeded one year, the benefits to the Town being a freeze on any increases in Sheriff's Department labor rates over the contracted term, and more predictability in setting law enforcement budgets. Capt. Lakin also assured the Board that services contracted for this fiscal year would continue to be provided, as stipulated in hours per month.

**Emergency Management Officer's Report:** Dezendorf informed the Board details of upcoming meetings regarding Shelter Operations, to be held at the Town Hall on January 16th, and an LEP6 meeting to be hosted by the Windham Regional Commission on April 10th.

Discussion pertaining to a Windham Regional Commission request to post a survey about the Town Plan on Townshend's website was followed by a motion from Charles: **To post the Windham Regional Commission Town Plan survey on the Town's website with dates certain for survey returns and removal from the website,** seconded by Ovenden, and carried by those present.

Dezendorf then made a motion: **To have the Townshend Select Board adopt the Emergency Management Ordinance, and post Notices, as amended to include the public's right to petition that the Ordinance be rescinded or modified until March 3, 2010,** seconded by Charles, carried by those present, and signed by Ovenden.

Dezendorf then made a motion: **To have the Townshend Select Board adopt the National Incident Management System (NIMS) guidelines for the Town of Townshend,** seconded by Charles, and carried by those present.

**7. Correspondence:** A copy of an Act 250 application from VELCO to modify the receivers/transmitters on their communications tower on Crane Mountain was discussed, and Hunt was instructed to notify the State of Vermont Environmental Commission of Townshend's existing Cell Tower Ordinance which contains stipulations about modifications.

#### **8. Old Business:**

Polling Place Access Ramp: Ovenden offered to seek other bids on the railings needed for the new Town Hall ramp.

Favreau's Corner Road discontinuance: Hunt was instructed to prepare for the Board a Notice of Decision.

#### **9. New Business:** None at this time.

**10. Executive Session:** At 8:58 p.m., Charles made a motion: To move into Executive Session to discuss personnel matters, seconded by Dezendorf, and carried by those present. The Board returned from Executive Session at 9:04 p.m., and as a result, by general consent, the Select Board approved Hunt's employee evaluation.

#### **11. Next Meeting:** Budget Workshop: December 30, 2009 @ 5:00 p.m.

Regular Meeting: January 4, 2010 at 6:00 p.m.

**12. Adjournment:** Ovenden made a motion: **To adjourn at 9:06 p.m.**, seconded by Bills, and carried by those present.

Respectfully submitted,

Craig K. Hunt, administrative assistant