

# **Townshend Select Board Meeting Minutes**

## **MAY 4, 2009**

### **DRAFT**

#### **Present:**

**Select Board** - Alene Evans, chair; Hedy Harris, Bruce Bills, Steve Ovenden, Michael Charles

**Members of the Public** -Ellie Lemire; Carol Chidley; Brud Sanderson; Kurt Bostrom; John-Michael Muise; Richard Carusona; Steve Adams; Elizabeth Agostini; June and Steve Orman; Gaila Gulack; Kevin Kline; Susanna Palmer; Robert Wright; Craig Hunt (Select Board secretary)

- 1. Call To Order:** At 6:10 p.m. Evans called the meeting to order.
- 2. Additions and Deletions:** The Board decided to hear reports and recognize some members of the public prior to attending business in the order posted on the Agenda.
- 3. Auditors' Report:** Evans recognized Town Auditors Ellie Lemire and Carol Chidley. Lemire proposed that the Town Annual Report be posted next year on the Town's Website, and requested that with the first mailing of the 2009-10 Tax Bill, the auditors insert a questionnaire/ notice to ascertain how many copies of the Annual Report actually need to be printed and mailed. Members of the Board generally agreed that the Town might realize a savings in publication and mailing costs by making the report available online, but asked Lemire to research the legal statutes regarding publication and distribution of the Town Annual Report.  
Chidley then reported that the Auditors were unable to reconcile the Bookkeeper's reports with the monthly bank statements, and believed that electronic deposits, and combined deposits were leading to transcription and other errors. Evans said that she would address these matters with the Bookkeeper. Lemire and Chidley left at 6:25 p.m.
- 4. Highway Foreman's Report:** Kurt Bostrom reported that the Town really needs to purchase a new truck to replace T-3. Ovenden requested that the foreman put together cost projections, and Evans agreed that the Board would need to talk about this matter. Ovenden then asked Bostrom how ready the Windham Hill project was in light of the May 15th deadline for submitting an application for paving assistance funds. Bostrom replied that only the topside of the road was ready, but that extensive ditch and culvert work needed to be done prior to paving on the lower section. Bostrom said that he'd contact John Alexander of VTrans. Charles expressed concerns about potential State cuts in highway aid, and Evans, regarding the current year budget, expressed concerns about payments from the General Fund, rather than Bond money, for the costs of moving winter sand for the Town Barn project.

**5. Town Barn Committee Report:** At 6:35 p.m., the Board recognized Brud Sanderson who reported that bids for the Town Barn Project were due upon May 6th, and that the Town Barn Committee, in need of meeting requirements to secure necessary construction permits, hoped to drill the well prior to the Select Board's next meeting on the 18th. Sanderson requested authorization from the Board to spend an estimated \$7,000.00 on drilling the well. Evans made a motion: **To authorize Michael Charles, the Select Board liaison to the Town Barn Committee, to sign a contract for the drilling of a well at the Route 35 Highway Garage site, for an amount not to exceed \$7,000.00**, seconded by Ovenden, and carried by those present.

Harris voiced concern that the Town Barn project no longer seemed the same as originally proposed last fall, regarding local labor, management, and cost savings. Bostrom and Sanderson explained that all new bidders were being encouraged to use local labor, and that since those bidders would meet certain prerequisite qualifications costs should be kept down and important protections provided to the Town and the taxpayer. When Harris asked if the project was likely to be completed within the budget, Sanderson assured her of his belief that it would.

Sanderson then explained the results of the asbestos inspection at the present Town Garage, and the need for approximately \$1,200.00 to remove what was found. The Board took no action on this report.

With Sanderson available, and with Board members having reviewed a proposal from Sanderson to have Stevens and Associates provide sidewalk engineering plans prior to the deadline for the Town to submit an application for Stimulus money funding, Charles made a motion: **To approve the proposed sidewalk engineering study from Stevens and Associates, not to exceed \$9,600.00 in estimated costs**, seconded by Ovenden. Evans expressed the need to have this expenditure be paid for out of the money approved for sidewalk repairs at Town Meeting, and have the Minutes reflect that this non-bid contract was being awarded principally to meet the Stimulus funding application deadline. The motion carried by those present, and Evans signed the contract with Stevens and Associates. Sanderson and Bostrom left at 7:00 p.m.

**6. Members of the Public:** The Board then recognized David Dezendorf who presented a draft Town of Townshend Emergency Management Ordinance for Board members to review, and requested that the Select Board re-appoint Dr. Timothy Shafer as the Townshend Health Officer, and appoint a Deputy Health Officer. Dezendorf left at 7:10 p.m.

The Board then recognized Richard Carusona. Discussion ensued regarding a draft letter from Attorney Fisher to the Select Board, from February, which Harris had requested from Fisher's office. The draft letter proving not to be germane to the issue of Favreau's Corner Road, Carusona was asked his opinion of whether the Board should consider discontinuing Highway #50, Highway #51 and the Class 4 road which enters onto his property approximately 100 feet from the intersection of those highways, as Attorney Agostini, on behalf of Steve and Claire Adams, had proposed. Carusona requested that those roads be discontinued. Charles then made a motion: **For the Select Board to begin the process of discontinuing Highways #50 and #51, and the Class 4 spur which begins at their intersection and which was formerly part of the old Route 30 highway**, seconded by Evans, and carried by those present. Carusona left at 7:15 p.m.

Evans then recognized Kevin Kline and Robert Wright, who questioned whether the Town had any plans or means to do something about the Hoard house on Route 35 which burned down this past winter. Evans said that she would contact Dr. Shafer, as the Townshend Health Officer and review with him the Town's options. Ovenden questioned how a public health hazard, which this property is alleged to pose, was to be documented, and Evans said that she would call both the Secretary of State and officials at the Vermont Public Health Department to try and find out.

Kline expressed his belief that the Townshend Waste Disposal Ordinance of 1978 provided the Town with all the authority it would need to take effective action. Board members promised to review this Ordinance and see how it might be applied. Kevin Kline, Robert Wright and Susanna Palmer left at 7:30 p.m.

The Board then recognized Steve Adams and Attorney Agostini, and Attorney Agostini advised that the Board seek legal counsel regarding public and property-abutters rights of access to the roads at Favreau's Corner, if the Town discontinued them. Adams and Attorney Agostini left at 7:45 p.m.

**7. Approval of Minutes:** Harris made a motion: **To approve the Minutes of April 20, 2009**, seconded by Charles, and carried by those present.

**8. Town Clerk's Report:** Evans conveyed a request from Anita Bean, Town Clerk, to donate the current balance in the Mary Taft Fund to the Townshend Food Shelf. Following discussion, Evans made a motion: **To have the Town Clerk procure a letter from the Probate Court authorizing the Town to donate the money in the Mary Taft Fund to the Townshend Food Shelf**, seconded by Harris, and carried by those present.

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

**Bookkeeper's Report:** Evans reported that the Bookkeeper could have the Warrants ready for review on Wednesdays instead of Fridays, giving Board members more time to ask questions about them. Charles wanted to know what funds remained for studying the parking situation at the Town Hall. Evans believed that there were some, and, following brief discussion, Ovenden made a motion: **To have Charles contact Stevens and Associates for an estimate on the cost of an engineering survey for parking at the rear of the Town Hall**, seconded by Harris, and carried by those present.

**9. Warrants:** After brief discussion, Charles made a motion: **To accept the Warrants**, seconded by Harris and carried by those present.

<b>PR 0504</b>	<b>\$ 6,140.54</b>
<b>AP 0504</b>	<b>\$ 5,612.79</b>

The Board then recognized Gaila Gulack of the Lister's office who requested that since the Listers cannot have the Grand List complete prior to the deadline of June 1st, that the Select Board grant the Listers a full 60 day extension. Following a brief discussion regarding the needs of the Listers Office for professional outside help, Charles made a motion: **To engage the services of B & B Associates to assist the Listers for a sum not to exceed \$5,000.00**, seconded by Evans, and carried by those present. Evans then made a motion: **To draft a letter to the Department of Taxes granting the Listers a 60 day extension of time to file the Grand List, and for the Chair to sign the letter when complete**, seconded by Harris, and carried by those present. Gulack left at 8:40 p.m.

**10. Other Business:** After brief discussion, Charles made a motion: **To have the Chair terminate the services of Nate Carlson, Town Hall janitor, and seek a replacement for him**, seconded by Evans, and carried by those present.

Evans then made a motion: **To appoint Dr. Timothy Shafer as the Townshend Health Officer, and to appoint Craig Hunt as the Townshend Deputy Health Officer**, seconded by Charles, and carried by those present.

Evans then made a motion: **To appoint Michael Charles to serve as the second 911 Coordinator**, seconded by Ovenden and carried by those present.

Evans then made a motion: **To appoint Roger Brown as the Townshend Fire Warden**, seconded by Ovenden, and carried by those present.

Charles then made a motion: **To have all Town Ordinances put on the Town website by Rick Hege, as he finds convenient**, seconded by Harris, and carried by those present.

**11. Next Meeting:** May 18, 2009

**12. Adjournment:** Bills made a motion, **To adjourn at 9:10 p.m.**, seconded by Charles, and carried by those present.

Respectfully submitted,

Craig K. Hunt, secretary