

# **Townshend Select Board Meeting Minutes**

## **June 15, 2009**

### **Present:**

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

**Members of the Public:** Anita Bean; Joseph Daigneault; Kurt Bostrom; Archie Clark; David Dezendorf; Dr. Timothy Shafer, (Townshend Health Officer); Elizabeth Garfield; Tom Lyman; Bob DeSiero; Craig Hunt, (Select Board secretary)

**1. Call to Order:** At 6:01 p.m., Evans called the Meeting to Order and made a motion: **To enter into Executive Session for discussion of financial matters with the Treasurer and Assistant Treasurer**, seconded by Harris, and carried by those present. At 6:28, the Board returned from Executive Session and as a result, Harris made a motion: **To have Alene Evans, Joe Daigneault and Anita Bean meet with the Bookkeeper to talk about notices that the Town had been receiving, with interest and penalty, from the IRS**, seconded by Evans, and carried by those present. Evans then made a motion: To have the Treasurer assure that any check which is signed be accompanied by a Warrant, seconded by Harris, and carried by those present.

**2. Additions and Deletions:** Evans requested that the Agenda also contain the Board's appointment of a Service Officer, and Ovenden requested that the Board also consider a grant application for safety improvements on Route 35.

**3. Approval of Minutes:** Harris made a motion: **To approve the Minutes of the June 1, 2009 special site meeting of the Board at 2777 Grafton Road, and the Minutes of the June 1, 2009 regular Board meeting**, seconded by Evans, and carried by those present.

**4. Warrants:** Evans made a motion: **To approve the Warrants of June 15, 2009**, seconded by Ovenden, and carried by those present.

<b>J1509 PR</b>	<b>\$ 8858.45</b>
<b>J1509 AP</b>	<b>\$ 54213.21</b>
<b>J3009 PR</b>	<b>\$ 3961.07</b>

### **5. Reports:**

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

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

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

**6. Highway Foreman's Report:** Evans recognized Archie Clark of A.S. Clark & Sons, who with Kurt Bostrom, requested that permission be granted to close Peaked Mountain Road for the transport of a mobile home on June 17, 2009, from the Frost residence. Following brief discussion, Evans made a motion: **To give permission to A.S. Clark to move a mobile home from the Frost residence on Peaked Mountain Road on June 17, 2009**, seconded by Ovenden, and carried by those present.

Bostrom then provided the Board with an update regarding the work of the Town Barn Committee to complete contract negotiations with Joselyn Bros., suggesting that

because of the standards being utilized in the contract, it would probably not be necessary to employ the Town's legal services. Ovenden then made a motion: **To have the chair sign a contract with Joselyn Bros. Construction, if prepared prior to the Select Board's next meeting on July 6, 2009**, seconded by Ovenden, and carried by those present. Clark and Bostrom left at 6:45 p.m.

#### **7. Members of the Public:**

**Emergency Management:** Evans recognized David Dezendorf, Townshend Emergency Management Officer, who offered to meet with the Board at its convenience during the coming months to further discuss the need for an Emergency Management Ordinance, draft of which Dezendorf presented to members of the Board. General discussion about coordination with town personnel for ICS classes and NIMS compliance followed, with a request from Dezendorf to have the Town Clerk obtain a Dunn & Bradstreet Report. Evans made a motion: **To Have the Town Clerk proceed with the application to obtain a Dunn & Bradstreet Report**, seconded by Harris, and carried by those present.

**Health Order:** The Board then recognized Dr. Timothy Shafer, Townshend's Health Officer, who summarized his preparation of a proposed Health Order to address concerns about trash accumulated at the Hoard residence at 2777 Grafton Road. The proposed Health Order, along with a Notice of Intent, correspondence, photographs, and a letter to Cynthia Hoard explaining her rights to come before the Select Board on or before June 15, 2009, to discuss this matter, had been given to Hunt, the Select Board's secretary on June 8, 2009. Hunt had then conveyed the proposal and other materials to the Windham County Sheriff's Department on June 9, 2009, with instruction that the Sheriff serve Cynthia Hoard with these papers. Inasmuch as the Health Officer, nor any Board had been contacted by Cynthia Hoard prior to the current meeting, Evans made a motion: **To sign the Health Order into effect as the last matter of Board meeting business on June 15, 2009.** Brief discussion followed, with the motion being amended to change the Health Order to provide Hoard with thirty days, rather than two weeks, to come into compliance arrangements with the Town. Ovenden seconded the motion, as amended, and it was carried by vote of those present. Dezendorf and Shafer left at 7:10 p.m.

**State Police:** Trooper Eric Albright was recognized and summarized for the Board the many tasks performed by the Vermont State Police during the past year in Townshend. Lengthy discussion followed detailing 911 responses, traffic control duties, investigations, and the cost-effectiveness of the Town's contract with the Vermont State Police.

**Town Hall Insulation:** At 7:35, the Board recognized Tiz Garfield, Bob DeSiervo and Tom Lyman of the Town Hall Renovations Committee. Ms. Garfield requested that the Board sign a letter to Tom Evslin of the Vermont Office of Economic Stimulus and Recovery for a grant to provide for new insulation in the Town Hall. Mr. Lyman then presented the Board with a study done by Thermal House, Inc. That study was the result of an offer by Keith Abbott of Thermal House, Inc., and provides analysis of heat loss and retention in the building, with recommendations, and is a report tailored for submitting with the grant application to the State. Evans reported that it cost \$11,500 last year to heat the Town Hall, and asked what the cost of insulation was projected to be. Lyman stated that the application for grant funding would include approximately \$80,000

for installing insulation, \$13,000 for retrofit storm windows, and \$8,000 for construction of an airlock at the entrance-way. In addition, but without cost estimates, the request would seek money toward the replacement of the current and inefficient furnace. Harris expressed concern about the costs of attending to other major Town Hall needs, as a practical matter, simultaneously, should work of this nature be undertaken, pointing specifically to an electrical wiring upgrade. Ms. Garfield reiterated to the Board that this proposal involved but one aspect of a developing plan, but that it had some hope of being accepted and would be an excellent start.

Evans made a motion: **To sign the letter requesting grant money from the Vermont Office of Economic Stimulus and Recovery for energy efficiency improvements at the Townshend Town Hall**, seconded by Ovenden, and carried by those present. Ms. Garfield, Mr. Lyman, and Mr. DeSiervo left at 8:10 p. m.

**8. Other Business:** In other business, Hunt was requested to finalize a detailed draft for Favreau's Corner Road discontinuance and prepare a Warning for that matter.

Harris discussed the revisions that she had made to the Townshend Personnel Policy, and was asked by Evans if she would assume the task of overseeing the evaluations process of Town Employees. Harris accepted. Evans then made a motion: **To adopt the Personnel Policy for Town Employees on June 15, 2009, as presented.** The motion was seconded by Bills, and carried by those present.

Harris also presented a draft revision of the Townshend Town Hall Use Policy and fees for use, and requested that Board members review it and consider adopting it at the next meeting on July 6, 2009.

It was noted by Evans that a check had been received from the Vermont Bond Bank to pay off the lease agreement that the Town has with John Deere on the backhoe purchased in 2008. Evans followed with a motion: **To instruct the Treasurer to make payment to John Deere with the check received, shifting the encumbrance of the loan for the backhoe from John Deere to the Vermont Bond Bank**, seconded by Harris, and carried by those present.

After discussion regarding the cost of heating oil for the Town and comparing quotations from different suppliers for oil pre-purchase agreements, Ovenden made a motion: **To sign a contract with Kearley Fuel for pre-buying heating oil, pending acceptance by Kearley Fuel Oil Co., of the Town's pre-payment after July 1, 2009**, seconded by Evans, and carried by those present. Hunt was asked to call Kearley Fuel and request a change in the terms of pre-payment until after the end of the Town's fiscal year.

Evans reported upon meetings with officers from Bank North and Chittenden Banks pertaining to services offered for collecting and processing Town tax payments, and managing employee payroll accounts. Following discussion, Evans made a motion: **To enter into agreements with Chittenden Bank for receiving and processing quarterly Town tax payments, and providing for Town employee payroll services and accountings**, seconded by Harris, and carried by those present.

Ovenden then summarized his communications with Matt Mann, of the Windham Regional Commission, and an opportunity to apply for a Federal grant that could help in addressing safety concerns on Grafton Road. Such money, if it were received, would help to provide or replace guardrails, signage, roadway striping, and other risk-reduction

features. Ovenden made a motion: **To submit the application for a grant to improve the safety of motorists on Route 35**, seconded by Evans, and carried by those present.

At 9:05 p.m., Board Members signed the Health Order and instructed Hunt to convey it to the Windham County Sheriff's Department for service to Cynthia Hoard.

**9. Next Meeting:** Regular Select Board meeting: July 6, 2009, at 6:00 p.m. Budget Workshop: July 13, 2009, at 5:00 p.m.

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

Respectfully submitted,

Craig K. Hunt, secretary