

Townshend Select Board Meeting Minutes

July 06, 2009

Present:

Select Board: Alene Evans, chair; Hedy Harris; Steve Ovenden; Bruce Bills; Michael Charles; Craig Hunt, (Select Board secretary)

Town Personnel: David Dezendorf, Emergency Management Officer; Dale Davis, Town Barn Committee chair

Members of the Public: Bernadine Borgeson; Perry Harrington; Michael Meyers

1. Call to Order: At 6:04 p.m., Evans called the Meeting to Order and requested changing the Agenda in order to recognize members of the Public present, and welcomed Bernadine Borgeson and Penny Harrington, as representatives for Cynthia Hoard. After a review by Evans of the circumstances causing the Proposed Health Order served upon Cynthia Hoard and the amended timelines of that Order going into effect, Borgeson conveyed to the Board that funding was being sought to offset the costs of cleaning up the property at 2777 Grafton Road. Hunt, as Deputy Health Officer, explained that the Proposed Health Order would take effect at the close of tonight's meeting, and that Cynthia Hoard would then have 30 days in which to present a clean-up plan to the Select Board for approval. If a plan was accepted, work would have to commence no later than 14 days following the August 6th deadline. If a plan was not approved, however, the Town would be forced to take action on the Order in address of the situation. All agreed that since the Town should not have to assume responsibility in whole or in part, all other viable options would have to be considered. Borgeson and Harrington left at 6:30 p.m.

2. Approval of Minutes: Evans made a motion: **To approve the Minutes of June 15, 2009**, seconded by Harris, and carried by those present.

Charles then made a motion: **To approve the Special Meeting Minutes of June 24, 2009, as corrected**, seconded by Evans, and carried by those present.

3. Warrants: Evans made a motion: To approve the Warrants of July 6, 2009, seconded by Bills, and carried by those present.

J-0609 - PR	\$ 3,406.79
J- 0609 - AP	\$ 37,139.29

4. Members of the Public: At 6:40 p.m., the Board recognized David Dezendorf, Emergency Management Officer, who provided a summary of his work with the American Red Cross and Grace Cottage Hospital officials in preparation of plans to provide emergency shelter, identify and provide for those individuals with special needs in a crisis, and secure funding for training and equipment, as available. Board members thanked Dezendorf for his dedicated efforts to coordinate and assure managerial and response effectiveness in the event that circumstances warranted a need.

5. Town Barn Committee: At 6:45 p.m., the Board recognized Dale Davis, chairman of the Town Barn Committee, and Davis updated Board members on negotiations with Josselyn Brothers Construction, Inc. Davis reported that the contract was being reviewed by the Town's attorney and should be ready to sign on Wednesday, July 8, 2009. Davis then asked that the Board appoint Kurt Bostrom as Town representative to the Town Barn construction project, with others to be available if he were absent. Evans made a motion: **To appoint Kurt Bostrom as representative to the Town Barn project, with Michael Charles, Dale Davis, and Brud Sanderson, in that order, to be available representatives in Bostrom's absence**, seconded by Charles, and carried by those present.

Davis then relayed an advisory from the Town's attorney that the Town obtain a performance insurance rider during the construction period. Following brief discussion, Harris made a motion: **To authorize the Town Barn Committee to work with VLCT in order to obtain builders risk insurance at a cost not to exceed \$4000.00**, seconded by Evans, and carried by those present.

Discussion then continued regarding the temporary storage huts that the Road Crew had stored equipment in. Evans relayed having received inquiries as to whether they were to be sold, and the Board decided to determine what to do with them at a later date.

Charles expressed a need to have the Town Barn Committee approve all invoices received during the Town Barn construction, prior to those invoices being put on a Warrant for Select Board approval. Evans made a motion: **To have all invoices for construction costs of the Town Barn be signed by an official of the Town Barn Committee prior to presentation to the Town Treasurer for adding to the Warrants. The Town Barn Committee also to provide the Select Board and Town Treasurer with schedules of projected costs and expenses as soon as known, so that the Town Treasurer may transfer funds, limited to two transactions per month, from the Town Barn Bond account to the General Fund Town Barn ledger account prior to payments being made**, seconded by Charles, and carried by those present.

Following discussion about the need to relocate the compactor and recycling bins at the Town Barn site during the construction period, Charles made a motion: To the Town utilize the old dump site situated at the Grafton Road / Route 35 turn, seconded by Bills, and carried by those present. Bostrom will assess what may be required and report to the Board at its meeting on July 20, 2009.

Charles then made a motion: **To authorize the Select Board chair to sign a contract for construction of the Town Barn with Josselyn Brothers Construction, Inc., if ready, prior to the next meeting of the Select Board on July 20, 2009**, seconded by Harris and carried by those present. Davis left at 7:12 p.m.

6. Members of the Public: The Board then recognized Michael Meyers, and following brief discussion about mowing around the Townshend Community Gardens and at Taft Meadows, Evans made a motion: **To authorize Michael Meyers to enter into an agreement with the Town of Townshend to cut hay at Taft Meadows and lands adjacent to the Townshend Community Gardens**, seconded by Charles, and carried by those present. Meyers and Dezendorf left at 7:25 p.m.

7. Executive Session: At 7:28 p.m., Evans made a motion: **To enter into Executive Session for discussion of personnel**, seconded by Harris, and carried by those

present. At 7:55 p.m., the Board returned from Executive Session, and as a result, no action was taken.

8. Old Business:

Favreau's Corner Road Discontinuance: Following discussion, Charles made a motion: **To post Notice of a Public Hearing to discontinue Town Highways #50 and #51, and schedule a site meeting between 5:00 p.m. and 6:00 p.m. on August 10, 2009, to be followed thereafter by a meeting at the Townshend Town Hall between 6:00 p.m. and 7:00 p.m. for public comments**, seconded by Evans and carried by those present. Hunt was instructed to post and publish said Notice, and mail copies to parties abutting the roadways.

Service Officer: Bills to follow up on the appointment of the Town Service Officer.

Town Hall Rental Policy: The Board, by general consent, decided not to alter or amend the Town Hall Rental Policy at this time.

Law Enforcement Contracts: Following lengthy discussion about Townshend's contracts with the Windham County Sheriff's Department and the Vermont State Police, Charles made a motion: **To authorize the Select Board chair to amend the proposed contract amount and sign an amended contract for law enforcement services with the Windham County Sheriff's Department for the coming fiscal year in the amount of \$9,500.00**, seconded by Bills, and carried by those present. Evans then signed the contract with the Windham County Sheriff's Department.

Evans made a motion: **To enter into a contract for law enforcement services with the Vermont State Police for the coming fiscal year in the amount of \$9,500.00**, seconded by Charles, and carried by those present. Evans then signed the contract with the Vermont State Police.

Town Hall Parking: After reading correspondence containing a proposal from Stevens and Associates, P.C., and following brief discussion, Charles made a motion: **To authorize the Select Board chair to sign a contract to have Stevens and Associates, P.C., conduct a feasibility study for vehicular parking behind the Town Hall, for an amount not to exceed \$2,850.00, and with expenses to be paid from RDAG funds**, seconded by Harris, and carried by those present. Evans then signed the contract with Stevens and Associates, P.C.

Beverages: Following an offer by Charles to donate a K-Cup beverage machine and initial supplies to the Town Hall, Evans made a motion: **To accept the offer of Michael Charles for a K-Cup machine, with appreciation, and buy supplies, as needed, thereafter**, seconded by Harris, and carried by those present.

Route 35: Ovenden provided Board members with an update on his work with V-Trans regarding guardrails, signage and other improvements on Route 35, and projected that within the next 30 days, an audit of the issues identified would be complete and presented for Board review. Funding, Ovenden explained, would be available to cover 90% of the costs, and the 10% that the Town would be liable for could be satisfied in expenditures for labors by the Town Road Crew.

9. New Business: License Applications for Lawrence's Smoke Shop were introduced and Evans made a motion: **To approve the 2nd Class liquor license applications of Lawrence's Smoke Shop**, seconded by Charles, and carried by those present. The applications were then signed by members of the Board.

10. Correspondence: Following a letter read by Harris from the office of the S.E. Vermont Revolving Loan Fund, requesting a letter of support from the Select Board to the Windham Housing Trust, Harris made a motion: To authorize the Select Board chair to sign a letter of support, when drafted, seconded by Charles, and carried by those present.

Regarding an E-Mail from Michalina Wasung to the Select Board, requesting details about various changes in Town Financial Office duties and contracts with Chittenden Bank for lockbox services, Evans informed Board Members that those questions were being answered by the Bookkeeper, and should be sent this week.

11. Executive Session: At 8:45 p.m., Evans made a motion: To enter Executive Session to discuss financial matters, seconded by Harris, and carried by those present. At 8:55 p.m., the Board returned from Executive Session, and as a result, Harris made a motion: **To authorize the Select Board chair to enter into contract negotiations and contract with NEMRC to close-out the Town's year-end books,** seconded by Ovenden, and carried by those present.

12. Meeting Schedule: Budget Workshop; July 13, 2009, at 5:00 p.m. - Regular Select Board meeting; July 20, 2009, at 6:00 p.m.

13. Adjournment: Charles made a motion, **To adjourn at 8:58 p.m.**, seconded by Bills, and carried by those present.

Respectfully submitted,

Craig K. Hunt, secretary