

Townshend Select Board Minutes

August 17, 2009

Present:

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

Town Personnel: Kurt Bostrom, Highway Foreman; David Dezendorf, Emergency Management Coordinator; Ellie Lemire and Elizabeth Harrison, Auditors; Craig Hunt, (Select Board secretary)

Members of the Public: Irvin Stowell

1. Call to Order: At 6:08 p.m., Evans called the Meeting to Order

2. Approval of Minutes: Evans made a motion: **To approve the Minutes of August 3, 2009, and August 10, 2009,** seconded by Charles, and carried by those present.

3. Additions and Deletions: None at this time.

4. Reports:

Town Clerk's Report: None at this time.

Treasurer's Report: None at this time.

Bookkeeper's Report: None at this time.

Highway Foreman's Report: Bostrum reported that Truck #3 had been taken in for repairs and that a fan clutch, the PTO shaft and some fuel injectors had been replaced, and the computer re-booted. He also reported having just received bids for paving the upper section of Windham Hill Road; that asphalt prices were down, generally, and that Springfield Paving had submitted the lowest quotation.

Discussion ensued about Town sidewalks, with Ovenden suggesting a meeting with Bostrum and Brud Sanderson, and Charles expressing the need to prepare and present to the Select Board a Memorandum of Understanding with sidewalk abutters prior to a Request for Proposals being sent out to bidders for the work to be done.

Bostrum, in answer to what he had heard of public questions about the 30mph signs newly-posted on Grafton Road, reported that a traffic study which had been conducted in October 2006, found residential density, the firehouse, hospital and elder care facilities justifying the lower speed limit.

And Bostrum also assured Harris that conditions of which she had been made aware on State Forrest Road had been attended to.

Town Barn Committee Report: Bostrum reported that concrete work on the sand and salt shed at the Town Garage was on schedule; that walls were pre-framed and ready to be positioned once the concrete work was done; that the Town Barn Committee was meeting on August 18th, and that comments which he had received about the relocation of the recycling bins and compactor to the Grafton Road turn had been generally positive.

Hunt was asked to contact VLCT to see if there were any issues with the Town "re-opening" the Grafton Road dumpsite as a transfer station subsequent to permanently closing that site with State funds in 1979.

Emergency Management Officer's Report: Evans recognized David Dezendorf, who reminded Board members of Emergency Management classes for Town Officials coming up, and that in meetings with the Red Cross, Leland & Grey, the Jamaica and Townshend Elementary Schools had been identified as emergency shelter sites.

With regard to Select Board concerns about Class #3 roads serving private individuals and commercial entities in Town, Dezendorf offered to see what GIS mapping might be available at a meeting with the Windham Regional Commission he was to attend.

Discussion then commenced about the Emergency Management Ordinance which Dezendorf had presented to the Board in draft form, and Hunt was instructed to schedule and post a Notice of a Public Hearing on September 21, 2009, at 5:30 p.m., regarding the adoption of that ordinance.

5. Warrants: Harris requested, and members of the Board gave general consent, that Hunt move "Warrants" on future Select Board agendas to precede "Reports." Evans then made a motion: **To approve the General Fund and Payroll Warrants for August 17, 2009**, seconded by Harris, and carried by those present.

A1709 - AP \$ 26,461.74

A1709 - PR \$ 11,572.26

Ovenden then presented an Invoice from Stevens & Associates in the amount of \$415.00, and requested that Hunt give it to the Treasurer for payment.

Board members then discussed accounting for the Town Barn construction, with Evans relaying concerns from NEMRC that the present system of money transfers would not satisfy a professional audit. Charles reiterated his belief that only the Select Board had authority over any money spent, and that the system, as set up, allowed the Town Barn Committee to monitor and manage the account, while preparing the Warrants for the Select Board to approve and for the Town Treasurer alone to execute. Evans suggested that the Town Barn Committee arrange to meet with a professional auditor and review all of the procedures.

6. Members of the Public: At 7:00 p.m., the Board recognized Ellie Lemire and Elizabeth Harrington, Town Auditors, and Harrington expressed the Auditors frustration with statements from the bookkeeper's office which did not reference or document spending from various accounts. Harrington reported that there have been numerous errors in accounting, but that the Auditors can not discover the origins of these and other problems if given only Warrants, bank statements and generalized reports to review. The Auditors need to see the actual bills if they are to reconcile the Town's accounts, and Evans suggested, and Members of the Board gave general consent, that the Auditors be provided with unrestricted access to the bookkeeper's office.

At 7:20 p.m., the Board recognized Irvin Stowell, and he reported that Charles Marchant and Dan Fontaine had been approached and were willing to work on the Ancient Roads Committee. Stowell was hoping to find one or two more individuals to

undertake the tasks that the Committee would need to address. Evans suggested that the Select Board draft a Mission Statement for the Ancient Roads Committee, to provide focus and reduce the potential for any conflicts of interest which could arise. Stowell left at 7:30 p.m.

7. Correspondence: The Board briefly reviewed Letters of Interest received from applicants for the Bookkeeper's position, and general discussion ensued regarding the make-up of the Search Committee. Hunt was asked to notify the applicants with the Board's appreciation for their interest, and relay that they would be contacted for an interview.

8. Executive Session: At 7:47 p.m., Evans made a motion: **To have the Select Board enter Executive Session for discussing contractual matters**, seconded by Harris and carried by those present.

At 7:57 p.m., the Board returned from Executive Session and as a result, Charles agreed to speak with NEMRC about the bookkeeping and accounting services being provided.

9. Other Business: Brief discussion arose about the need for scheduling and conducting employee evaluations, and Hunt was asked to contact VLCT and other local municipalities for generalized job descriptions and personnel duties.

10. Next Meeting: September 8, 2009 at 6:00 p.m.

11. Adjournment: Evans made a motion, **To adjourn at 8:23 p.m.**, seconded by Charles, and carried by those present.

Respectfully submitted,

Craig K. Hunt, secretary