

# Townshend Select Board

## September 8, 2009

### Meeting Minutes

#### **Present:**

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

**Town Personnel:** Kurt Bostrom, Highway Foreman; David Dezendorf, Emergency Management Coordinator; Kim Ellison, Bookkeeper; Kathy Hege, Townshend School Board chair; Joe Daigneault, Treasurer; Dale Davis, Town Barn Committee chair; Craig Hunt, (Select Board administrative assistant)

**Members of the Public:** Cynthia Davis; Irvin Stowell; Michalina Wasung; Willis Stearns, II, V.P. of NEMRC

1. **Call to Order:** At 6:14 p.m., Ovenden called the Meeting to Order
2. **Approval of Minutes:** Harris made a motion: **To approve the Minutes of August 17, 2009**, seconded by Ovenden, and carried by those present. Harris then made a motion: **To approve the Minutes of August 27, 2009**, seconded by Ovenden, and after brief discussion, the motion was amended by Harris: **To approve the Minutes of August 27, 2009, as corrected**, which was carried by those present.
3. **Additions and Deletions:** None at this time.
4. **Warrants:** Bills made a motion: **To approve the Warrants for September 8, 2009**, seconded by Charles, and carried by those present.

General Fund	\$ 10,423.42
Payroll	\$ 26,767.42
Town Barn	\$ 162,501.47

#### **5. Reports:**

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

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

**Bookkeeper's Report:** Kim Ellison summarized her first days of employment as Finance Office Bookkeeper, and general discussion ensued regarding the limitations of payroll reports from Chittenden Bank and the need for the Bookkeeper to adjust and enter them into NEMRC software programs. Ellison conveyed that those reports have been brought up to date, but that while the data from Chittenden is laboriously detailed, it is not formatted for necessary filings with the State and Federal governments. Concerns were relayed as to the nature of the Town's contract with Chittenden Bank for payroll services; the costs of those services; the inexperience of some staff at Chittenden Bank with whom the Bookkeeper was working; the incompatibility of Chittenden and NEMRC software program interfaces; and the responsibility of the Town to file accurate and timely reports with the State and the IRS.

Charles requested that the Bookkeeper provide to the Select Board, in addition to the bi-weekly financial statements, a summary sheet of account activities and balances, which Ellison agreed to produce.

**Highway Foreman's Report:** Kurt Bostrom informed the Board that he had been working with Finance Office staff to develop a more-utilitarian purchase order system for the Highway Department, and reported on discussions with VELCO personnel regarding overweight trucks, un-permitted access cuts, roadway and culvert damage that was occurring due to VELCO's operations in Town. Bostrom said that he would continue in those discussions and, upon request of the Board, press VELCO to file for the necessary Town permits.

**Town Barn Committee Report:** Dale Davis briefly summarized the work to date at the new Town Barn and confirmed to the Board that the contractor was running about a week behind schedule. The need for an audit of the Town's books in order to secure the Bond next year, was mentioned.

**Emergency Management Officer's Report:** David Dezendorf spoke of pursuing GIS mapping with an overlay of 911 data; the need for updated 911 information; the upcoming meeting on September 29th for Emergency Operations planning, and in answer to questions from Charles, about the variety of different State and Federal compliance requirements necessary to file for grants.

**6. Members of the Public:** At 7:25 p.m., the Board recognized Willis Stearns, II, Vice President of NEMRC, who provided an overview of company history and its provision of services to the State of Vermont, and, in some capacity, to approximately 80% of Vermont Towns. Detailed discussion followed with regard to posting and processing of payroll accounts, filing Department of Labor, unemployment VEMR and 941 reports. At the request of the Board, Mr. Stearns promised to look into NEMRC's ability to provide payroll services to the Town.

At 7:55 p.m., the Board recognized Kathy Hege, and she presented to the Board a timetable of the statutorily-required payments that the Town needed to make to the Elementary School 20 days subsequent to the collection of taxes. She requested that the Select Board continue with an agreement made last year for a \$50,000 payment to the school 10 days after tax collections, and Harris made a motion: **To have the Treasurer provide the Townshend Elementary School with payments of \$50,000.00, on September 24, 2009; November 23, 2009; February 22, 2010, and April 24, 2010, as an advance on those funds due to the Townshend Elementary School on October 4, 2009; December 3, 2009; March 4, 2010, and May 4, 2010,** seconded by Charles, and carried by those present.

At 8:10 p.m., the Board recognized Michalina Wasung, who presented a letter of commentary and questions to the Board regarding Town financial management practices. Included was a notice that Townshend needs to file a Schedule of Federal Funds for 2005, received by the Townshend Library. Following lengthy discussions, Ovenden expressed his appreciation for Wasung's input, and promised that the Board would look into the issues and concerns that she had raised.

**7. Correspondence:** The Board requested that Hunt respond to a notice received from the Vermont Department of Environmental Conservation regarding the expiration of Townshend's transfer station licensing, and respond to a request from Perry Schafer of the Vermont Film Commission for clarification of permissions needed to allow a film crew to shoot a movie sequence near Scott Bridge on September 25, 2009.

The Board also discussed a letter received from Megan Richardson, Delinquent Tax Collector, regarding Property Tax Sales scheduled for September 30, 2009. Davis

informed Board members of the procedures and legalities involved, and to a request by Richardson in the letter that a Select Board member attend the sale, Charles volunteered.

**8. Old Business:** Ovenden briefly reported upon a meeting with the Town Hall Renovation Committee and the need for detailed engineering plans in order to utilize a polling place grant of \$5000.00 prior to the end of the calendar year, and Charles made a motion: **To authorize Steve Ovenden to contact Brud Sanderson to see if Steven's and Associates, Inc., could provide construction engineering plans for a new handicap ramp, and platform and door modifications at the Town Hall,** seconded by Harris, and carried by those present.

Hunt provided a brief update on the Town Attorney's preparation of a draft Order for discontinuing Favreau's Corner Road, and Stowell reminded the Board that public land upon which one of the roadways sits cannot simply be conveyed to land abutters, but must be put up for bid.

Stowell then reported upon his drawing together of a new Ancient Roads Committee, and reminded the Board of the statutory requirement for the posting of Board and all Committee meetings minutes within five days.

Hunt, as Deputy Health Officer, was requested to examine conditions at 2777 Grafton Road with regard to the Health Order issued in June, and assess what further actions might be required for compliance with that Order.

**9. New Business:** Harris made a motion: **For the Board to approve a draft of the Administrative Assistant job description,** seconded by Charles, and carried by those present.

Following brief discussion, Charles made a motion: **To accept with regret the letter of resignation of Alene Evans from the Select Board,** seconded by Harris, and carried by those present. Hunt was requested to post that there was an opening on the Select Board, and that letters of interest would be received until 4:00 p.m. on September 21, 2009.

Hunt was further instructed to Warn the Public Hearing on the Emergency Management Ordinance for September 21, 2009, at 5:30 p.m., and have that Warning, and details of the Ordinance, published in the Brattleboro Reformer.

**10. Executive Session:** None.

**11. Next Meeting:** September 21, 2009 at 5:30 p.m. Emergency Management Ordinance Public Hearing

September 21, 2009 at 6:00 p.m. Regular Select Board Meeting

**12. Adjournment:** Bills made a motion, **To adjourn at 9:20 p.m.**, seconded by Harris, and carried by those present.

Respectfully submitted,

Craig K. Hunt, administrative assistant

