

## **Townshend Select Board**

### **September 21, 2009 Minutes**

**Present:**

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

**Town Personnel:** David Dezendorf, Emergency Management Coordinator; Joe Daigneault, Town Treasurer; Art Monette, Planning Commission chair; Dale Davis, Town Barn Committee chair; Craig Hunt, (Select Board administrative assistant)

**Members of the Public:** Irvin Stowell

**1. Call to Order:** Following a Public Hearing to discuss the proposed Emergency Management Ordinance, which began at 5:30 p.m., at 6:10 p.m., Ovenden called the Meeting to Order

**2. Approval of Minutes:** Harris made a motion: **To approve the Minutes of September 8, 2009**, seconded by Bills, and carried by those present..

**3. Additions and Deletions:** Under Old Business, Ovenden and Charles asked to include brief discussion and possible action upon; Chittenden contracts; capital expenditure funds; Town audit; sidewalk construction, and waste management issues. Under "New Business," it was requested that there be discussion and possible action on rescinding the Health Order put in place on June 15, 2009; Favreau's Corner Road discontinuance, and a discussion of E-mail protocols.

**4. Warrants:** Bills made a motion: **To approve the Warrants for September 8, 2009**, seconded by Harris. Following discussion about a request in the Warrants from the Townshend Volunteer Fire Department for reimbursement of money spent on radios, and upon the advice of Joe Daigneault, the motion was amended: **To not include \$9638.87 in reimbursement to the Townshend Volunteer Fire Department until such time as the Select Board can review the balance in reserve funds.**

Hunt then informed the Board of a request by the Finance Office to pay the Townshend Elementary School the amount owed for the quarter in one check, as opposed to two, and Board members reiterated their intent to have two checks cut, and instructed Town Treasurer Daigneault to make two payments on a schedule previously established. During discussion, it was noted that no Warrants for the Townshend Elementary School had been presented to the Board for authorization, and the Board then instructed Treasurer Daigneault to make sure that the required payments were made. The motion, as amended, then was carried by those present.

General Fund	\$ 321,831.00
Payroll	\$ 9,155.30
Town Barn	\$ 1,619.97

Harris then made a motion: **To instruct the Town Treasurer to assure payment be made to the Townshend Elementary School of \$50,000 prior to September 24,**

**2009, and payment of the balance remaining due prior to October 4, 2009**, seconded by Charles, and carried by those present.

**5. 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:** None at this time.

**Town Barn Committee Report:** Dale Davis briefly summarized the work to date at the new Town Barn and confirmed that the contractor was still 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 informed the Board of the costs of GIS mapping with an 911 overlays, at approximately \$10.00 for the first map, and \$2.00 for each additional. By general consent, the Board requested that Dezendorf procure a dozen maps for Town officials. Discussion continued regarding the need for updated 911 data, and with a request from Ovenden that Dezendorf prepare a priority list of the training requirements, workshop opportunities, and informational meetings that various town officials should plan to attend..

**6. Correspondence:** The Board briefly reviewed and accepted a letter from the Listers, dated September 21, 2009, reiterating that the Listers office had sole and statutory authority to determine the tax exemption status of Town properties.

Discussion regarding the Planning Commission's review of Act 250 permits on projects in Town continued with Art Monette.

**7. Members of the Public:** Charles made a motion: **To disband the former Ancient Roads Committee**, seconded by Harris, and carried by those present. Charles then made a motion: **To appoint a new Ancient Roads Committee, with Irvin Stowell as the chair, and charge that Committee with the mission of locating the ancient roads within the Town of Townshend**, seconded by Harris. Harris then requested that the motion be amended: **To have the Ancient Roads Committee include a description of the current use, if any, of those roads**, and upon agreement by Charles, the motion as amended was voted upon and carried by those present. Irv Stowell accepted the appointment and informed the Board that a meeting of the Committee would be held on Tuesday, September 22nd.

Hunt was requested to find the location of copies of old maps that the Town had purchased and determine the status of the State grant to Townshend for conducting a survey of ancient roads.

At 7:55 p.m., the Board recognized Art Monette regarding the new Flood Plain Ordinance that the Planning Commission had been studying and drafting, and discussion ensued as to whether it should be linked to a construction notification bylaw. Monette explained that a draft of the Floodplain Ordinance was likely to be ready early next year for the Board's review; that it was being developed in concert with the Town Plan and with assistance from the Windham Regional Commission. Monette did not feel that the Ordinance should be linked to any ancillary bylaws, but that as it would regulate building activities on only a limited number of parcels in Town, the Ordinance should remain purposefully distinct.

**8. Old Business:** The Board briefly discussed that as there were no contracts with Chittenden Bank for either its payroll or tax collection "lockbox" services to the Town, that Select Board members, with the Treasurer and Assistant Treasurer should arrange a meeting with representatives from Chittenden Bank.

Ovenden then suggested that the formation of special committee be considered at the next meeting to look into the advisability of establishing various capital expenditure account funds.

Ovenden also reported that the auditing firm of McSoley McCoy would be submitting a proposal for conducting a town audit as soon as the fiscal year books were closed.

Ovenden reported that while sidewalk construction might not be accomplished this calendar year, bids should be sought for upgrades at the entrance to the Town Hall so that the Polling Place Access grant can be used for the improvements needed.

Bills was asked to study waste management issues and options, including the cost of fees for the compactor, and work with Stowell on forthcoming WSWMD matters.

**9. New Business:** Following discussion of the Health Order of June 15, 2009, and review of a document prepared by Hunt rescinding that Order, Charles made a motion: **To rescind the Health Order upon property at 2777 Grafton Road which the Select Board issued on June 15, 2009**, seconded by Bills, and carried by those present. Hunt was requested to provide copies of the signed document to the Town Clerk, to Townshend's Health Officer, and in a letter to Larry Gould with the Board's appreciation for attending to the causes prompting that Health Order.

With regard to the discontinuance of Favreau's Corner Road, a draft Order of Discontinuance received by Attorney Fisher was discussed, and the Board instructed Hunt to have the Attorney research and document the Town's ownership of the roadways involved more thoroughly, and provide a more explicit opinion of how to divest of any properties found to be owned.

Charles then reminded members of the Board about the protocols of e-mail discussions, and requested that Hunt speak with Rick Hege about modifying e-mail addresses that were similar, and making more secure, by limitation of access, that e-mail which is dedicated to Select Board members use, exclusively.

**10. Executive Session:** None.

**11. Next Meeting:** October 5, 2009 at 6:00 p.m.

**12. Adjournment:** Charles made a motion: **To adjourn at 9:08 p.m.**, seconded by Harris, and carried by those present.

Respectfully submitted,

Craig K. Hunt, administrative assistant