

# **Townshend Select Board Minutes**

## **November 1, 2010**

### **Present:**

**Select Board:** Hedy Harris; Jeff Russ; Bruce Bills; Steve Ovenden; Michael Charles, (arrived at 6:30)

**In Attendance:** Kim Ellison; Joe Daigneault; David Dezendorf; Kurt Bostrom; Ryan Hockerlotz; Craig Hunt

**1. Call to Order:** Harris called the meeting to Order at 6:02 p.m.

**2. Approval of Minutes:** Harris made a motion: **To approve the Minutes of October 16, 2010**, seconded by Bills and carried by those present.

**3. Additions and Deletions:** Harris added the Town Hall steps to Old Business.

**4. Warrants:** Bills made a motion: **To approve the Warrants of November 1, 2010**, seconded by Ovenden, and carried by those present.

General Fund	\$ 13,762.05
Highway Department	\$ 8,635.78
(Includes \$ 6,800.00 for mower lease)	
Payroll	\$ 10,894.98

**5. Reports: Town Clerk's Report:** The Board reviewed the Town Clerk's cash-journal reports from the prior weeks.

**Highway Foreman's Report:** Board members discussed with Bostrom the use of the Town's right-of-way behind Dutton Gym, and alternate routes for bringing a dumpster in behind the Town Hall for the insulation project. Clean-out of trash in the basement in the Town Hall, in preparation for insulating, was scheduled for Thursday morning.

Bostrom informed the Board that the cost of winter salt was up 30%, but that the cost of sand would remain the same. Next years budget projections for the Highway Department are being worked on with the Bookkeeper.

Bostrom suggested that next year, roadside brush cutting should probably be contracted out, given the amount of time it took him this year, and the cost of leasing equipment.

He then updated the Board on three current projects: Windham Hill Road cold-patching prior to Winter should be completed within a week, or so; the Grafton Road culvert being installed by Renaud Bros. was almost done; and the remainder of the Dam Road culvert project, for which there is no grant money available, would have to be scheduled for next year.

Bostrom then explained to the Board that delivery of the new highway truck was indefinitely delayed due to parts not being available for its construction, and that T-3, which this new truck was bought to replace, was being readied for winter plowing service.

Harris and Bostrom agreed to review the Standard Form Contracts that the Highway Department uses when making purchases or hiring services.

Charles briefed Board members on his research into a video surveillance system for the Town Garage. Following discussion, Russ made a motion: **To purchase a surveillance security system for the Town Garage at a cost, with installation, not to exceed \$3000.00**, seconded by Harris, and carried by those present. Charles agreed to request a contract, and agreed to buy a used cabinet, included within that budget, in which to house hardware for the system.

**Bookkeeper's / Treasurer's Report:** Ellison reported to the Board that only about 6.0% remained past due on the collection of the first quarter of the 2010 taxes, and briefly spoke of final payments on the Town Barn project, for which about \$2300.00 had now been spent from the General Fund. She and Charles reminded the Board that at the close of the last fiscal year, with the project nearing completion, all surplus savings on the project had been returned to the Town, with, obviously, not quite enough money held in reserve to cover the costs of these final environmental reports.

Ellison then reported having worked with Bostrom to record remaining vacation and sick time on employees pay statements.

**6. Members of the Public:** The Board welcomed David Dezendorf, who expressed a desire to give a report under Old Business, and Ryan Hockerlotz, who said he was present only to observe.

**7. Correspondence:** A contract from RESCUE, Inc. for the 2011-12 fiscal year was reviewed, and Harris made a motion: **To sign a contract with RESCUE Inc, for the 2011-12 fiscal year in the amount of \$30,103.80**, seconded by Russ. Charles initiated lengthy discussion by observing that the per capita fee charged to Townshend residents was a subsidy in support of RESCUE as a business, and not a contract for services which would otherwise be unavailable. The question was called, and the motion was carried by those present, with one abstention. Harris then signed the contract.

**8. Old Business:**

- a. **Town Officer Appointments:** None at this time.
- b. **Job Descriptions:** None at this time.
- c. **Personnel Policy:** Nothing at this time.
- d. **Town Hall:**

**Sidewalks:** Ovenden agreed to contact Manning about small cracks that have appeared in the new sidewalks, and report to the Board at its next meeting.

**Furnace:** An estimate from Fleming Oil was received to replace the Town Hall furnaces, and that was reviewed with estimates from Cota and Cota, and from Jeffers & Sons. A letter received by Harris from the Windham Regional Commission, however, denying the Town of Townshend the grant funding which had been applied for to offset the cost, was then reviewed, and, by general consent, the Board decided to indefinitely table consideration of replacing the furnaces.

**Front Steps:** Russ and Bills agreed to look into how to prevent the new stairs from being slippery when wet.

e. **Fire Department Repairs:** Harris made a motion: **To ratify the Select Board decision made between meetings to spend funds limited by those received in**

**the insurance settlement on necessary repairs to the Fire Station roof**, seconded by Bills, and carried by those present.

Dezendorf provided the Board with a briefing on his application for grant funds to replace Fire Department pagers and portable radios, and reminded the Board of the need for Town officials to appreciate the compliancy requirements for emergency management training.

**f. Tax Sale Property – West Townshend:** Discussion ensued regarding the sale of property acquired by the Town at tax sale in September 2009. The Delinquent Tax Collectors Deed has been received by the Town, and all Board members have visited the site. Charles made a motion: **To advertise and post legal Notice that the Select Board would hold an auction for the sale of the property at 6720 VT RT 30 in West Townshend on December 6, 2010, at the Town Hall, at 5:30 p.m.**, seconded by Harris, and carried by those present. Hunt was then instructed to advertise and post the Notices.

**g. Animal Control Policy:** Nothing at this time.

**9. New Business:** None at this time.

**10. Executive Session:** Harris made a motion, **To enter into Executive Session to discuss personnel at 8:35 p.m.** The Board left Executive Session at 8:50 p.m. No action was taken as a result.

**11. Next Meeting:** BCA Meeting: November 2, 2010 @ 7:00 p.m.

Budget Workshop: November 8, 2010 at 5:30 p.m.

Regular Meeting: November 15, 2010 at 6:00 p.m.

Budget Workshop: November 22, 2010 at 5:30 p.m.

**12. Adjournment:** Harris made a motion: **To adjourn at 8:55 p.m.**, carried by those present.

Respectfully submitted

Craig K. Hunt, administrative assistant