

# **Townshend Select Board Minutes**

## **November 15, 2010**

### **Present:**

**Select Board:** Hedy Harris; Jeff Russ; Bruce Bills; Michael Charles

**In Attendance:** Kim Ellison; Joe Daigneault; David Dezendorf; Kurt Bostrom; Art Monette; Craig Hunt

- 1. Call to Order:** Harris called the meeting to Order at 6:03 p.m.
- 2. Approval of Minutes:** Harris made a motion: **To approve the Minutes of November 1, 2010**, seconded by Bills and carried by those present.
- 3. Additions and Deletions:** Under Old Business, Martin house, Town Hall steps, Personnel Policy and Animal Ordinance. Under New Business, Fire Department repairs and Mutual Aid Agreement, and Town Hall emergency lighting.
- 4. Warrants:** Harris made a motion: **To approve the Warrants of November 15, 2010, withholding a payment to L & B for repairs to T-8, in the amount of \$2,185.85, and withholding a payment to Renaud Bros. in the amount of \$143,000, until further clarification** seconded by Bills, and carried by those present.

General Fund	\$ 500,809.04
(inc. \$ 261,795.87 to TES & \$ 232,905.32 to L&G)	
Highway Department	\$ 9,746.45
(inc. \$ 4,287.12 for diesel fuel)	
Payroll	\$ 11,828.81

**5. Reports: Town Clerk's Report:** The Board reviewed the Town Clerk's cash-journal reports from the prior weeks, and Harris requested that Town Hall Rental Policy appear on a future Agendas for discussion.

**Bookkeeper's / Treasurer's Report:** Ellison reported to the Board that about 5.0% on the collection of the first quarter of the 2010 taxes remained past due, and that the second quarter payments were coming in well.

**Highway Foreman's Report:** Bostrom reported to the Board that signs posting the 35 MPH speed limit on Class 3 roads would have to meet State requirements, and might involve traffic studies. His estimate for the sixteen signs that would be necessary just to post in Townshend Acres would exceed \$2,500.00 in cost. Board members then discussed other signs that needed to be placed or replaced and asked Bostrom to draft a proposed schedule for attending to signage in the next one to three years, and include in the Highway Department budget proposals for next year funds for those signs considered a priority.

Harris then asked Bostrom about safety concerns at the curve on Route 35 near the residence of William Joyce, and Bostrom said that he would have to take elevation measurements and discuss probable remedies again with Donald Williams. Charles made a motion, seconded by Harris: **To instruct Hunt to send Mr. Williams a letter indicating that the Highway Department was intent on attending to the poor**

**drainage at this curve, and provide him the opportunity to comment with his concerns,** carried by those present.

Bostrom informed the Board that pre-winter repairs to Windham Hill Road would be completed this week.

Bostrom reported that the new International plow truck was scheduled for delivery to the Town in February, and that the promised trade-in value on T-3 would not be diminished by use until then.

Bostrom agreed to attend to pick up the tree cut and lying on Town land north of the Fire House as soon as possible.

Russ asked Bostrom about old T.V. cable in the Town's rights-of-way, and, following discussion, Hunt was asked to draft a letter to Southern Vermont Cable and request that the old, unused line be removed.

Bostrom agreed to the Board's request to purchase a used cabinet from RENEW Salvage for housing the hardware needed for the video surveillance system to be installed at the Town Garage.

**6. Members of the Public:** The Board welcomed Art Monette, chairman of the Planning Commission. Monette requested that Board members review the draft Town Plan prior to the end of January. Charles asked whether the Planning Commission could include in the Town Plan permit approval of Water Source Protection applications and other non-Act 250 land use restrictions, which Monette agreed to look into.

**7. Correspondence:** The Board reviewed a letter from the Select Board of Newfane to RESCUE Inc., requesting better explanation of the differing formulas used in assessing costs to residents in District 1 and District 2. Charles then made a motion: **To instruct Hunt to draft a letter echoing Newfane's request for a response from RESCUE, Inc.,** seconded by Russ, and carried by those present.

**8. Old Business:**

**a. Town Officer Appointments:** None to RESCUE this time, but Harris reported that Margaret Bills would be willing to serve as the new representative to Valley Cares, following Hedy Harris in this position. Harris then made a motion: **To appoint Margaret Bills as Townshend's representative to Valley Cares, Inc.,** seconded by Charles, and carried by those present.

**b. Job Descriptions:** None at this time.

**c. Personnel Policy:** Nothing at this time.

**d. Town Hall Steps:** Hunt reported having purchased non-skid tape for installation on the front stairs as soon as the weather allowed.

**e. Fire Department:**

**1. Repairs:** Russ initiated discussion regarding the status of Fire Department repairs, and the need for current information. Russ then made a motion: **To request that the Townshend Fire Department send a representative to Select Board meetings, or provide regular reports, and that Hunt add this to the Select Board Agenda,** seconded by Charles, and carried by those present.

**2. Training:** Dezendorf spoke of the need for members of the Select Board and Townshend's Fire Department to complete training sessions in basic incident command, requesting that the Select Board approve giving compensation to Fire Department members who take the courses. Dezendorf proposed that \$6.00 per hour be provided

from next years Emergency Management budget to help incentivize individuals and defray the real costs of time incurred to complete the training.

Select Board members agreed in principal to take the initial 2 hour Incident Command overview training, and asked Dezendorf to schedule a session for March 28, 2011.

**3. Jeep Pick Up:** Daigneault reported that at its last meeting, Fire Department members voted to sell the 1969 Willy's pick up truck that it owns, Following discussion, Charles made a motion: **That based on the recommendation of Townshend's Fire Department, the Select Board would put the 1969 Willys Jeep truck up for sale at auction, by sealed bid,** seconded by Harris, and carried by those present. Hunt was instructed by the Board to draft a Notice for selling this vehicle at auction at a date to be determined.

**f. Tax Sale Property – West Townshend:** The Board reviewed a second re-appraisal done by the Listers office, and discussion ensued..

**g. Animal Control Policy:** Harris reported that Ovenden was conducting further research into what the Select Board might propose for adoption .

**9. New Business:** Dezendorf presented a new agreement for resource sharing between the Town of Townshend and other members of Keene Mutual Aid, updating the one that's been in effect since 1992. Board members then signed the new agreement.

Following brief discussion about the non-working emergency lighting in the Town Hall, Charles made a motion: **To have Beattie Electric, Inc., replace the emergency light units in the Town Hall for an amount, after Efficiency Vermont rebates, not to exceed the sum of \$500.00,** seconded by Russ, and carried by those present.

**10. Executive Session:** None at this time.

**11. Next Meeting:** Budget Workshop: November 22, 2010 at 5:30 p.m.

Budget Workshop: November 29, 2010 at 5:30 p.m.

Regular Meeting: December 6, 2010 at 6:00 p.m.

**12. Adjournment:** Charles made a motion: **To adjourn at 8:16 p.m.,** carried by those present.

Respectfully submitted

Craig K. Hunt, administrative assistant