

Townshend Select Board Minutes

March 15, 2010

Present:

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

In attendance: David Dezendorf; Kim Ellison; Art Monette; Joe Daigneault; Ryan Hockertlotz; Jaime Cone; Craig Hunt

1. Call to Order: Ovenden called the meeting to Order at 6:04 p.m.

2. Election of Officers: Members welcomed Jeffrey Russ to the Board, and Charles nominated Bills to be Select Board chair. Bills declined. Ovenden nominated Harris to be Select Board chair, and by consent of those present the election was approved.

Charles nominated Russ to be Select Board vice chair, and by consent of those present the election was approved.

Charles nominated Bills to be Select Board clerk, and by consent of those present the election was approved.

Following discussion about the duties of the Highway Liaison, Charles nominated Bills to be the Highway Liaison. Bills declined. Charles then offered to share the duties with and back up Bills as the Highway Liaison, to which Bills agreed, and by consent of those present the election was approved.

By consent of those present the following appointments were approved:
Ovenden to be the Board's representative to Town Hall Renovation matters
Russ to be the Board's representative to the Ancient Roads Committee
Harris to be the Board's representative to Valley Cares

3. Approval of Minutes: Charles made a motion: **To approve the Minutes of March 1, 2010, and March 2, 2010.** The motion was carried by those present.

4. Additions and Deletions: Harris requested adding Job Descriptions to New Business.

5. Warrants: Bills made a motion: **To approve the Warrants of March 15, 2010.** Lengthy discussion ensued with Bills pointing to numerous charges in the Warrants where spending might have been better controlled. Ellison and Monette both spoke of taxpayer frustrations with, "little things adding up." After Ellison was instructed to seek credit for sales tax charges from Osterman propane and forward a bill to the Elementary School for parts used on the school bus, the motion, as corrected, was carried by those present.

General Fund	\$ 20,320.55
Payroll	\$ 16,885.96
Highway Department	\$ 10,694.05
Town Barn Construction	\$ 2,201.57

6. Members of the Public: At 7:05 p.m., the Board recognized Art Monette, Chairman of the Planning Commission, and Monette reported that there were two vacancies that would soon need to be filled, since Bernice Brooks was not going to

continue with the Commission. The Board requested that both Hunt and Monette convey to Brooks its gratitude for her dedicated service.

Monette provided the Board with an update regarding when to expect finalization of the Town Plan draft and a schedule of the Public Hearing on that plan, following which the Commission would be returning to work on the Floodplain Ordinance.

Discussion then ensued about the Town Hall Renovations Committee, a sub-committee of the Planning Commission, and Monette requested that the Select Board take oversight authority of that Committee, as the efforts of that Committee were not always well-coordinated with the Planning Commission, not always well-communicated, nor always approved. The Board took no action on Monette's request at this time.

David Dezendorf provided Board members with schedules of upcoming Emergency Management meetings in Dover on March 16th, and in Brattleboro on April 10th. Dezendorf then presented a copy of Vermont Parking Statutes and authorities for the Board to consider for revising or amending Townshend's Parking Ordinances.

7. Reports: Town Clerk's Report: The Board reviewed a cash-journal report from the Town Clerk.

Bookkeeper's / Treasurer's Reports: Ellison reported that 5.0% remained outstanding on the first quarterly tax payment; 6.0% on the second; and 11.0% on the third: that the checking account held a balance of approximately \$233,000.00: and that meetings with representatives from Chittenden Bank regarding Lockbox issues had been productive.

Charles made a motion: **To instruct the Treasurer to transfer \$20,000.00 to the Fire Department Pumper Reserve for fiscal years 2009 and 2010**, carried by those present.

Highway Foreman's Report: None at this time.

Town Barn Committee Report: Charles provided Board members with a brief update on unresolved matters with Josselyn Brothers; that final payments were still being withheld, and that the performance bond had not yet been released. Charles conveyed that he expected the few remaining concerns of the Committee to be resolved, however, very soon.

8. Correspondence: A request from the Townshend Common Farmer's Market for a 3 year agreement to use the Town Common was discussed, and while the Board agreed that it would grant permission for this coming year, it was hesitant to make any long-term commitments prior to speaking with Sherry Maher, Coordinator for the Farmer's Market.

A letter from Rick Hege requesting that the Town Highway Department help him, at its convenience, pick up and remove piles of sand and gravel along his property line with adjacent roadways, was discussed and denied by the Board as setting a potential precedent for Town personnel to assist homeowners with spring clean-up chores at taxpayer expense. Ovenden offered to communicate with Hege to relay the opinions of the Board on this request.

A letter from Wendy Tudor of the Vermont Ancient Roads Grant Program, stating that the Town had not complied with stipulations set forth in the Grant agreement, was reviewed, and Hunt was instructed to follow up with Ellison to discover the status of any grant money received and advise the Board.

A letter from Donna Koutrakos of Windham, requesting information about Windham Hill Road repairs, was read, and Hunt was instructed to discuss work schedules with Kurt Bostrom and further inform Ms. Koutrakos.

9. New Business:

Favreau's Corner Road: Following brief discussion, Charles made a motion: **To have the Town sell the property known as Favreau's Corner Road at public auction**, carried by those present. Hunt was instructed have a draft Invitation to Bid forwarded for legal review, and, once a date was set, publish and post the Notice.

Sidewalks: Ovenden reported that he would meet with Kurt Bostrom and Brud Sanderson to set a schedule for putting out bid requests bids for sidewalk construction.

Job Descriptions: Harris informed the Board of her continuing work on the Highway Foreman's job description.

Town Audit: The Board engaged in lengthy discussion concerning the draft audit report received from McSoley McCoy, and Ellison was instructed to relay the questions and concerns posed by Board members to Tom Stretton of McSoley McCoy, for review and correction.

New Truck: Board members briefly discussed the need to file an application with the Vermont Municipal Equipment Loan Fund for purchasing a new Highway Department truck. Hunt presented findings from an Internet search for trucks readily available over a wide range of prices, and members agreed that following consultations with Kurt Bostrom, a decision would have to be made soon.

Fuel Discrepancies: Board members considered the need for accurate fuel dispensing gauges at the Town Garage.

10. Executive Session: None at this time.

11. Next Meeting: Regular Meeting: April 5, 2010 at 6:00 p.m.

12. Adjournment: Charles made a motion: **To adjourn at 9:15 p.m.**, carried by those present.

Respectfully submitted,

Craig K. Hunt, administrative assistant