

# **Townshend Select Board Minutes**

## **April 19, 2010**

### **Present:**

**Select Board:** Hedy Harris; Steve Ovenden; Michael Charles

**In attendance:** David Dezendorf; Kim Ellison; Ryan Hockertlotz; Kurt Bostrom; Janet Stowell; Russ Petronic; Gaila Gulac; Capt. Lakin; Bob DeSiervo; Elizabeth Garfield; Otto & Sarah Tarbell; Adam & Syna Sicko; Craig Hunt, administrative assistant

- 1. Call to Order:** Harris called the meeting to Order at 6:04 p.m.
- 2. Approval of Minutes:** Charles made a motion: **To approve the Minutes of April 5, 2010, as corrected**, carried by those present.
- 3. Additions and Deletions:** None at this time.
- 4. Warrants:** Following discussion, Harris made a motion: **To approve the Warrants of April 19, 2010, without paying a finance charge from Kearley Fuel at this time**, carried by those present.

General Fund	\$ 15,171.92
Highway Department	\$ 6,967.48

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

**Bookkeeper's / Treasurer's Reports:** Ellison reported that approximately 4.0% remained outstanding on the first, 5.0% on the second quarterly tax payments, and 8.0% on the third, and that the checking account held a balance of approximately \$243,000.00. Ellison then spoke to the Board about the Lockbox Service contract with Chittenden Bank for the collection of property taxes and some of the problems that were occurring with this arrangement. Harris asked Ellison to estimate the time required for her to assume these duties, and Ellison thought not more than a few hours a week. Charles believed that that estimate was low, but that if the tax bills were re-designed to include bar or OCR coding, they could be more quickly and accurately processed.

Harris made a motion: **To have the Town return to handling tax payments without using bank services for collection and processing, beginning with the first tax payment in the new fiscal year.** The motion carried with one member opposed.

Board members then reviewed a fiscal year report accounting for spending to date prepared by Ellison.

**Highway Foreman's Report:** Bostrom provided the Board with the following updates:

**a.** the one year extension of time sought for using grant money to repair Windham Hill Road had been received for the Board to accept. When questioned about when this work would commence, Bostrom indicated that because the requests for proposals had not gone out, that work probably would not be done until next year. Janet Stowell reminded the Board that the Grant for this work was received more than two years ago because the road was in such desperate need of repairs, and believed that there was no excuse why the work had not been started before now, or valid reason for postponing it for another year.

**b.** the Grafton Road box culvert replacement was anticipated to be complete by the end of August with the work being done by Renaud Brothers

**c.** Bostrom intends to get surplus Highway Department equipment, including the Quonset hut sheds, old compressor and box trailer described and up for auction sale, soon, and Hunt was asked by the Board to assist with the advertising and scheduling

**d.** Bostrom reported receiving preliminary estimates from dealers on the costs of a new truck, and Harris suggested that the Board set a time for reviewing this request. Following discussion, the Board agreed by consent: **To hold a Special Meeting on Monday, April 26, 2010, at 6:00 p.m.**, and Hunt was instructed to Warn the meeting.

Harris asked about the potential for the Highway Department to be involved in the sidewalk replacement project, and Ovenden explained that in the bid requests that were sent out, there was an option for potential contractors to consider that would have the Town Highway Department responsible for demolition of the old sidewalks and excavation and preparation of the new beds, but that it was unlikely that any of the contractors solicited would make that choice.

**6. Members of the Public:** Russell Petronic was welcomed by the Board and following review and modification of a draft contract for tree work on the Town Common, agreed to the work for a sum not to exceed \$1200.00. Petronic, however, felt that the pruning of the trees should wait until they were again dormant, while the one maple tree that is to be removed, he would take down this Spring.

Bob DeSiervo and Elizabeth Garfield of the Town Hall Renovations Committee, spoke with Board members at length about the EEBGC Grant that the Town had been awarded for insulating the Town Hall, and the opportunity for installing a fire alarm system for a sum of approximately \$5000.00. From estimates received, the fire detection system would be ADA compliant, adaptable to future renovations, and not trigger other necessary upgrades to bring the building into compliance with other State codes.

Discussion focused on where the funds for installing this system might come from, and the Board decided to review the Town's budget and seek the recommendations of the Planning Commission in a search for the money

Garfield informed the Board that the contract for the EEBGC insulation grant would arrive in May and would likely include a requirement that energy savings realized from the upgrade be audited, and some of those savings be returned in pay back for the Grant.

Captain Lakin, of the Windham County Sheriff's Department, was recognized and discussed a letter sent to all Select Boards regarding a new policy of the Sheriff's Department to not contract for law enforcement services with Towns that also contracted with the State Police. Capt. Lakin explained the Sheriff's Association was taking a stand against the Vermont State Police charging for services that directly competed with and

reduced the roles of County Sheriffs Departments. Charles expressed his surprise and discomfort with the Board being handed an ultimatum from a public service organization, suggesting that what seemed to be at the heart of the issue were the lucrative traffic control revenues. Since Select Boards were responsible for tailoring law enforcement contracts that served the best interests of their towns, Charles asked, if the Sheriff's Department generally did not perform criminal investigations or respond to 911 calls, how could Towns not consider contractual commitments with the State Police?

Capt. Lakin agreed that the primary service was traffic control, but that the Sheriff's Department also could and did provide numerous other community services, including criminal investigations, citing the recent animal theft and recovery incident involving Townshend that the Sheriffs Department was handling. Charles offered to represent the Board in further discussions with Capt. Lakin about possible FY2011 contract terms, and Capt. Lakin, when asked by Harris, reiterated the Department's pledge to freeze labor rates if the Town entered into a multi-year agreement.

Sarah Tarbell introduced Adam and Syna Sicko, who are interested in starting a business in Townshend, and the Board referred them to Town Revolving Loan Fund Committee for the assistance they sought.

Janet Stowell conveyed that she was upset about a lack of notification regarding Select Board appointments to Town offices, especially where changes in personnel had been made, and believed that the Board had not acted as openly or fairly as it might have in the public interest.

**7. Correspondence:** A letter of resignation as an Emergency Management Deputy from Anita Bean to the Select Board was acknowledged, and accepted by the Board with regret.

**8. Old Business:**

**a. Town Officer Appointments:** By consent of the Board, David Dezendorf was appointed Townshend's Emergency Management Director, and Steve Ovenden as an Emergency Management Deputy. The vacant positions for RESCUE Liaison and one Planning Commission member are to be publicly posted.

**b. Favreau's Corner Road:** Harris reported that a draft deed to the property, being prepared by the Town's attorney, should be available by the next meeting.

**c. Emergency Management:** Ovenden and Dezendorf updated the Board on the tabletop exercise which took place the previous Saturday in Brattleboro, and, as a result, a list of required preparedness actions and issues was being drafted and addressed.

**d. Town Hall Handicap Access Ramp/Sidewalks:** Ovenden conveyed that the Steel Shed, which was fabricating the railings for the ramp, should be completing its work within the next few weeks. Because of having to use more materials than originally specified, and estimated, and because the project had taken longer than originally contracted to, Ovenden made a motion: **To amend the contract with the Steel Shed to include up to \$400.00 in cost over-runs and extend the terms for completion**, carried by those present.

Ovenden then reported that the RFP's for the Towns sidewalks had been prepared and distributed to a number of potential contractors, and that bids for the project were due by May 5th.

**e. Gazebo Maintenance:** Hunt reported that following inspection of the gazebo that it did not appear that anything more than minor and cosmetic maintenance would be required.

**9. New Business:** Following brief discussion, Ovenden made a motion: **To contract with Bartlett Tree for the fertilization of the trees on Townshend Common for a price not to exceed \$600.00**, carried by those present.

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

**11. Next Meeting:** Special Meeting: April 26, 2010 at 6:00 p.m.

Regular Meeting: May 3, 2010 at 6:00 p.m.

**12. Adjournment:** Charles made a motion: **To adjourn at 9:30 p.m.**, carried by those present.

Respectfully submitted,

Craig K. Hunt, administrative assistant

## TOWNSHEND 2010 - 2011 APPOINTMENTS

Position	Term	Appointee
911 Coordinator	2011	Carole. Melis
	2011	Michael Charles
911 Fire Dept. Liaison	2011	Phillip Trevorrow
Cell Tower	2011	Howard Lott
	2011	Donald Fontaine
Civil Defense Coordinator	2011	Mitchell Putnam
Council on Aging Coordinator	2011	Janet Stowell
Emergency Mgmt Director	2011	David Dezendorf
Deputies	2011	Steve Ovenden
	2011	Doug Winot
	2011	Mike Cutts
Energy Coordinator	2011	Clay Turnbull
FEMA Administrator (Flood Plain)	2011	Select Board
Fence Viewer	2011	Douglas Ballantine
	2011	Amon DeWitt
	2011	Craig Hunt
Health Officer	2012	Tim Shafer
Deputy Health Officer	2012	Craig Hunt
Forest Fire Warden	2013	Roger Brown
Howard Legacy		Carole Melis
		Ellen Fuller
		Ernest Redfield
Inspector of Shingles	2011	David Fontaine
Inspector of Wood & Timber	2011	R. Otto Tarbell
Planning Commission	2014	Stanley Holt
	2014	Bob DeSiervo
	2015	
	2011	R. Hockertlotz
	2011	John Evans
	2012	Sue LeCours
	2012	Art Monette
Pound Keeper	2011	Mitchell Putnam
Recreation Committee	2011	Sarah Tarbell
	2011	Donna Vondle
	2011	Paula Newton
	2011	Craig Hunt
Rescue Inc.	2011	
Social Services Screening	2011	Margaret Bills

	2011	Ellie Lemire
Business Loan Committee	2011	Barbara Bedortha
	2011	Carole Melis
	2011	Craig Hunt
Town Service Officer	2011	Heidi Russ
Tree Warden	2011	Carl Steiner
Valley Cares Board	2011	Hedy Harris
Vermont State Police Liaison	2011	Luke Evans
VT / NH Visiting Nurse	2011	Mary Morgan
Weigher of Coal	2011	Joseph Daigneault
	2011	Margaret Bills
	2011	Jim Newton
Windham Regional Com.	2011	Clay Turnbull
	2011	Brad Horn
Windham Reg. Com. Traffic Com.	2011	John Evans
Windham Solid Waste Mgmt.	2011	Irvin Stowell
	2011	Bruce Bills