

# Townshend Select Board Minutes

## April 5, 2010

**Present:**

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

**In attendance:** David Dezendorf; Kim Ellison; Joe Daigneault; Ryan Hockertlotz; Dale Davis; Kurt Bostrom; Craig Hunt

1. **Call to Order:** Harris called the meeting to Order at 6:20 p.m.
2. **Approval of Minutes:** Ovenden made a motion: **To approve the Minutes of March 15, 2010**, carried by those present.
3. **Additions and Deletions:** None at this time.
4. **Warrants:** Bills made a motion: **To approve the Warrants of April 5, 2010.**

Following discussion, the motion was carried by those present.

General Fund	\$ 10,186.16
Payroll	\$ 20,177.66
Highway Department	\$ 13,133.98
Town Barn Construction	\$ 7,890.90

Bills announced that he would be absent for the next meeting on April 19th, and Russ and Hunt were requested to review the Warrants.

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

**Bookkeeper's / Treasurer's Reports:** Ellison reported that approximately 5.0% remained outstanding on each of the first and second quarterly tax payments, and 9.0% on the third, and that the checking account held a balance of approximately \$192,000.00. Ellison requested that the Board review the Lockbox Service contract with Chittenden Bank for the collection of property taxes at the next meeting, and Harris asked that Ellison prepare a year-to-date financial report for presentation at the next meeting.

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

- a. T-4 was back together following a rebuilding of the engine, but as it still had a compression leak in one of the cylinders, he would probably need to tear it down again
- b. quotations were awaited on costs of purchasing the new highway truck
- c. a letter received from Craig Hunt requesting that the guardrail cables and posts on the Route 35 bridge over Simpson Brook be removed had been received, and the request would be attended to
- d. a letter had been received from Rick Hege in response to the Board's decision to not have the Town Highway crew assist him in picking up debris he had cleaned out of a drainage basin along Plumb Road

e. an extension of the time for using grant money for repairing Windham Hill Road had been sought and approved. Requests for proposals to contractors for that work would be prepared and going out soon

f. scrap metals at the Town gravel pit and old bed frames located in the Town Hall were going to be taken for recycling by Russell Smith

g. Renaud Brothers had been contacted, as one potential bidder, about work to be done in replacing a culvert on Grafton Road

h. gravel on the grounds around the handicap ramp at the Town Hall would be raked-up this week.

Bostrom also presented the Board with the Highway Department Annual Financial Plan required by the State, and, by general consent, Board members accepted the plan and signed the document.

Repairs and modifications for Grafton Road, as highlighted in a study by the State, were briefly reviewed by the Board, and Ovenden made a motion: **To accept the High Risk Rural Roads agreement with the State of Vermont for identified repairs to be done on Grafton Road between the Town center and the Grafton Road turn**, seconded by Bills, and carried by those present. That Agreement was then signed by Ovenden and given to Bostrom.

Brief discussion ensued about the April 15th deadline for an application to the Vermont Equipment Loan Fund for the purchase of a new Highway Department truck, and Bostrom was instructed by the Board to have cost-estimate proposals ready by Friday, April 9th, for Board members to review. Bostrom restated his preference that Townshend buy a tandem-axle truck, but said that he was still gathering evidence from discussions with other Road Foremen in the County as to their experiences, and seeking their recommendations.

Ryan Hockertlotz was recognized and requested that the Town move the posted 40 mph speed limit sign on Route 30 further north of the village, and Bostrom said that he would bring this request to the V-Trans attention.

**Town Barn Committee Report:** Davis presented the Chair with a form from Efficiency Vermont for rebates to offset the costs of the lighting units and compressor installed at the new Town Garage, and Harris signed and returned the form to Davis.

**6. Members of the Public:** Sherry Maher, of the Townshend Common Farmer's Market, was welcomed by members of the Board, and, during lengthy discussion, requested that the Board extend a three-year contract to the Farmer's Market for use of the Town Common; allow for vendors to use electricity at the Common to prepare and serve food; permit signage to remain posted in Harmonyville, at Taft Meadows and on Route 35 during the season; and allow vehicles of vendors to drive on the Common, as needed, to set up and take down their tables and booths.

Harris made a motion: **To approve the request of the Townshend Common Farmer's Market for a three-year contract to use the Town Common**, seconded by Bills, and carried by those present.

Harris made a motion: **To approve the Townshend Common Farmer's Market use of metered electricity subject to reimbursing the Town for costs**, seconded by Bills, and carried by those present.

Harris made a motion: **To approve the Townshend Common Farmer's Market to post three signs, subject to compliance with State of Vermont regulations**, while

**reserving the right of the Town of Townshend to reconsider its approval in the future, if desired,** seconded by Bills, and carried by those present.

The Board did not approve Townshend Common Farmer's Market vendors to drive vehicles on the Town Common, citing concerns for safety and for the wellbeing of the grass and trees.

David Dezendorf was recognized and reminded Board members of an Emergency Management table-top exercise schedule at the Brattleboro Retreat on Saturday, April 10th.

Dezendeorf also requested, and by general consent of the Board, received permission to distribute general Emergency Management information and individual needs surveys during the Grace Cottage Health Fair in May.

**7. Correspondence:** Letters to the Select Board from Craig Hunt and Rick Hege, previously read, were acknowledged.

**8. Old Business:**

**Request for Proposals:**

**a. Windham Hill and Grafton Road:** Bostrom to continue preparing the RFPs and present the Board with scheduling deadlines as soon as possible.

**b. Town Sidewalks:** Discussion ensued regarding Stevens and Associates to prepare the finalized RFPs in consultation with Ovenden, and having Hunt prepare mailings of solicitations to potential contractors. Ovenden made a motion: **To have the Select Board proceed with the Request for Bids for Town of Townshend Sidewalk and Parking construction, with Brud Sanderson as the engineering Consultant and inspector, with Steve Ovenden as the Select Board liaison to the project, and with Craig Hunt as the bid document coordinator. A Performance Bond requirement will be included in the bid specifications.** The motion was seconded by Bills, and carried by those present.

**c. Roadside Mowing:** It was noted that bids were being received for review in the next few weeks.

**d. Town Common Mowing:** Dale Davis expressed his interest in continuing mowing, and requested that the Board have the Highway Department attend to and re-set the parking curbs in the lot across from Leland & Gray. Russ made a motion: **To have Dale Davis mow the Townshend Town Common, the ballfield, and the area around the Town Hall during the 2010 season,** seconded by Ovenden, and carried by those present.

**e. Taft Meadows Mowing:** The Board will hear from Michael Meyer at the meeting on April 19th, regarding arrangements with the Town, similar to last years.

**Town Common:**

**a. Tree Work:** Ovenden made a motion: To contract with Russell Petronic to prune the trees on the Townshend Town Common and fell the maple tree near the gazebo for an amount not to exceed \$1200.00, seconded by Bill, and carried by those present.

**b. Gazebo Maintenance:** Hunt was requested to inspect the gazebo and review the electric bills on the Town Common, and present a report of his findings to the Board.

**Town Hall Ramp and Railings:** Ovenden reported that both he and Brud Sanderson were waiting to hear from Mike Snow of the Steel Shed regarding fabrication, installation and any further charges for additional railings required to achieve ADA compliance. Ovenden reported that it was still unclear why the railings were not

constructed properly in February, but that additional and not-specified main post footings, and none to anchor the secondary lower rail.

**Departmental Purchase Requisition System:** Board members postponed discussion of enhanced control mechanisms on Town purchases until the next meeting.

**Sale of Surplus Equipment:** Board members briefly discussed the need to have surplus Town equipment, including the Highway Department's generators, old compressor, Quonset hut storage buildings and box trailer put up for bid and sold soon.

**Streetlight Costs:** The Board instructed Hunt to prepare an updated assessment of Town streetlight costs, and research the recommendations of the previous Select Board for the next meeting.

**Town Ordinances and Policies:** By general consent of the Board members present, review and discussion of Town ordinances and policies were tabled until the meeting on April 19th.

**Town Officer Appointments:** Bills made a motion: **To approve the list of Select Board officer appointments, as prepared and presented, and have that list included in the Minutes of the April 5, 2010 Select Board meeting**, seconded by Russ. Following discussion, the motion was amended by Ovenden: **To have Ovenden retain the title of Emergency Management Director**. The motion, as amended, was then carried by those present.

**Job Descriptions and Employee Evaluations:** Harris was thanked for her work on all job descriptions by the Board members present, and was requested to finalize the Highway Foreman's job description for Board acceptance and review of the Foreman at a later time.

**Law Enforcement Contracts:** Board members will consider the terms of proposed contracts with the Windham County Sheriff's Department and the State Police for further discussion at the next meeting.

**Transfer Station Re-Certification:** Hunt reported that there was nothing new at this time.

**Transfer Station Tipping Fees:** Board members decided to continue assessing the need to change tipping fees at the Town Transfer Station at a later time, but requested that Hunt investigate the increased use of tokens instead of cash.

**VLCT Municipal Insurance:** Hunt will arrange with Harris for a review of changes made to coverage prior to the next meeting.

**Cell Phone Service:** Hunt reported that requests from Tomas Murray of the Vermont Telecommunications Authority, regarding an informational update upon the State's promise to help facilitate cell phone service in Townshend, had not been received.

**9. New Business:** Board members reviewed and signed:

Liquor and Tobacco sales license applications

A contract with David Balk, prepared by the Town Barn Committee, for a final report to the State of Vermont on environmental conditions at the newly-constructed Town Garage

Excess Weight Permits

The 2009 Grand List Appeals statement

The Board then briefly discussed the PILOT program, and authorized Hunt to coordinate research into this matter with Carole Melis, and draft correspondence

requesting updated information from Vermont's representatives to the Connecticut River Valley Flood Control Committee.

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

**11. Next Meeting:** Regular Meeting: April 19, 2010 at 6:00 p.m

**12. Adjournment:** Russ made a motion: **To adjourn at 9:00 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 Trevorow
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	Steve Ovenden
Deputies	2011	Anita Bean
	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
	2011	Barbara Bedortha
Business Loan Committee	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