

Townshend Select Board Minutes

May 03, 2010

Present:

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

In attendance: Kim Ellison; Kurt Bostrom; Joe Daigneault; Rick LaFountain; Craig Hunt, administrative assistant

- 1. Call to Order:** Harris called the meeting to Order at 6:06 p.m.
- 2. Approval of Minutes:** Ovenden made a motion: **To approve the Minutes of April 19th, as corrected, and of April 26th**, carried by those present.
- 3. Additions and Deletions:** Harris requested adding discussion of a delinquent tax policy, and a PILOT update to the Agenda.
- 4. Warrants:** Bills made a motion: **To approve the Warrants of May 3, 2010, as corrected by a reduction of \$ 518.05, for mis-billing from David Ford of Keene**, carried by those present.

General Fund	\$ 18,296.47
Highway Department	\$ 8,296.59
Payroll	\$ 2,106.21

- 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 on the Ancient Road Grant, which was reimbursing the Town for time, travel and map costs, but not for equipment which was purchased, but for which no receipts had been submitted.

She also reported that Kearley Fuel had deducted a finance charge from their billing which the Board had not approved for payment on April 19th.

Discussion then ensued about the lockbox contract with Chittenden Bank for the collection of property taxes, and Ellison was requested to draft a letter informing Chittenden that subsequent to the final quarterly tax payment, due on May 14, 2010, this service would no longer be used by the Town.

Ellison conveyed that Becky Nystrom was drafting a tax delinquency policy for the Board to review, and that 4.0% still remained uncollected from both the first and second quarters; 7.0 % from the third, and that the General Fund had a checking account balance of approximately \$247,000.

Following review of the Budget Report, Harris requested that Ellison try to clarify what was included under miscellaneous expenses.

Highway Foreman's Report: Bostrom informed the Board that the culvert on the dam road at the intersection with State Forest Road was being undermined by erosion, and would need to be fixed. Though on Federal land, and originally installed by the Army Corps of Engineers, Bostrom believed that the Town was likely to be responsible for the costs of this project, which would be expensive, but needed to speak further with Phillip Morrissey.

Bostrom also reported that he'd requested quotations from three dealers on a new, single rear axle truck, and that he would remove the Town's Favreau's Corner Road sign.

6. Members of the Public: Rick LaFountain was recognized and spoke to the Board about a culvert concern at the intersection of Manning and Simpson Brook Roads. Bostrom agreed to meet with LaFountain to discuss the situation further.

7. Correspondence: A letter of proposal from Bartlett Tree Service to fertilize the trees on the Townshend Common was read, and, as previously approved by the Board, the contract was signed.

8. Old Business:

a. Town Officer Appointments: Hunt reported that the vacant positions for RESCUE Liaison and one Planning Commission member were publicly posted.

b. Favreau's Corner Road: Ovenden made a motion: **To award to Steve and Claire Adams, high bidders at public auction, the Town property known as Favreau's Corner Road, and authorize the chair to sign the Quitclaim deed**, carried by those present.

c. Town Hall Handicap Access Ramp/Sidewalks: Ovenden reported that the Steel Shed had installed the final railings and that Brud Sanderson had reviewed the work and accepted handicap compliance. Ovenden also informed the Board that much of the work that Sanderson was doing for the Town on these projects was not being charged for.

d. Purchase Requisition System: Ellison recommended that a purchase requisition system should not be designed to micro-manage the necessary spending of different Town departments, but, by capping non-emergency spending at a certain amount, encourage individuals to shop for the best prices, and consider budgets and billing cycles more carefully. She suggested that from the General Fund, a cap of \$500.00, and that from the Highway Fund, \$1000.00, might be appropriate, unless for needed repairs. Ovenden suggested an amount of \$750 for the Highway Department

e. Law Enforcement Contracts: The Board requested that Hunt contact Craig LaPorte of the Vermont State Police, and Luke Evans, Town liaison to the State Police, for contract proposals.

f. Animal Control Policy: The Board requested that Hunt speak with Mitchell Putnam, Townshend's Animal Control Officer for any recommendations of further modifying the Town's Animal Control policies and budget.

g. Job Descriptions and Evaluations: Harris reported that the Personnel Policy was being reviewed with regard to unsettled issues of employee vacation and sick time.

9. New Business: The Board acknowledged receipt of the EEBCG grant for insulating the Town Hall, and Harris said that she would discuss the contract application with Tiz Garfield.

10. Executive Session: None at this time.

11. Next Meeting: Special Meeting: Tentatively, April 10, 2010 at 5:00 p.m.

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

12. Adjournment: Russ made a motion: **To adjourn at 8:38 p.m.**, carried by those present.

Respectfully submitted

Craig K. Hunt, administrative assistant