

# **Townshend Select Board Minutes**

## **May 17, 2010**

### **Present:**

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

**In attendance:** Kim Ellison; Joe Daigneault; Jon Michael-Muise; Luana Whitefox; Craig Hunt, administrative assistant

1. **Call to Order:** Harris called the meeting to Order at 6:03 p.m.
2. **Approval of Minutes:** Russ made a motion: **To approve the Minutes of May 3rd, as corrected, and May 7th**, carried by those present.
3. **Additions and Deletions:** Harris requested adding discussion of a delinquent tax policy, tree pruning on the Town Common, and a diesel flow meter for the Town Garage. Hunt requested signing an Order addressed to the Animal Control officer.
4. **Warrants:** Bills made a motion: **To approve the Warrants of May 17, 2010**, carried by those present.

General Fund	\$	485,894.35
Highway Department	\$	11,708.08
Payroll	\$	11,334.26

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

**Bookkeeper's / Treasurer's Reports:** Ellison requested for the Finance Office records a signed copy of the letter to Chittenden Bank canceling the Town's lock box services. Discussion followed suggesting new formats for the property tax bills.

Ellison reported that the current balance in the general fund, prior to the Warrants, just approved, was \$719,588.94, and reported that 3.0% still remained uncollected from the first tax quarter, 4.0% from the second, 5.0 % from the third, and 13.0% from the fourth.

A **handheld GPS** unit, bought by Mike Bills for the Ancient Roads Committee, was given by Ellison to Michael Charles for testing to see if the Town might want to make Mike Bills an offer to purchase it.

**Highway Foreman's Report:** Bruce Bills briefly updated the Board on the status of repairs on T-4 and discussions regarding culvert work necessary at the intersection of Dam and State Forest Roads.

6. **Members of the Public:** Jon Michael-Muise and Luana Whitefox were welcomed and requested information from the Board regarding their proposals to design, install and maintain a garden on the island at the junction of Routes 30 and 35. While Board members individually endorsed the beautification concept, it was believed that permission would probably need to be granted from V-Trans and CVPS. Michael-Muise and Whitefox promised to report back to the Board.

7. **Correspondence:** No correspondence was discussed at this time.

8. **Old Business:**

**a. Town Officer Appointments:** Harris reported that she had spoken with one individual about the open RESCUE Liaison position, and had another in mind to approach regarding the open position on the Planning Commission, and would let Board members know how these inquiries developed.

**b. Town Hall Handicap Access Ramp/Sidewalks:** Ovenden reported that he and Brud Sanderson had had a meeting with Dan Tyler of DMI Construction to review changes in the work on the new Town sidewalks subsequent to being informed by Lane Construction of work being undertaken in the Route 30 repaving project. Lane is to be replacing a drainage basin and providing two cutouts at crosswalks within the sidewalk project limits, and DMI will be lowering their project bid to account for this. Ovenden also reported that DMI was planning to start work around June 1<sup>st</sup>, and would start by constructing the parking areas first to accommodate the needs of Leland & Gray and access to the Town Hall.

Charles made a motion: **To authorize Ovenden to sign a contract with DMI for Townshend sidewalk and parking construction when the bid was finalized**, seconded by Harris, and carried by those present.

**c. Purchase Requisition System:** Discussion continued as to the Select Board's responsibilities to approve and provide managerial oversight upon Town spending once departmental budgets were set, with no action taken at this time.

**d. Law Enforcement Contracts:** Charles described meeting with Captain Lakin and Deputy Badgley of the Windham County Sheriff's Department, and received general consent to inquire further, on behalf of the Board, as to the legal propriety of the contractual ultimatum of exclusivity which the Sheriff's Department was demanding of Windham County Towns.

**e. Delinquent Tax Policy:** Ellison conveyed that Becky Nystrom was drafting a Delinquent Tax Policy for the Board to review.

**f. Job Descriptions and Evaluations:** Harris reported on her continuing efforts with the Personnel Policy and job descriptions, which needed to include the transfer station attendant.

**g. Tree Pruning:** Ovenden reported having spoken with Russ Petronic about waiting until Fall to remove the maple tree on the Common.

**h. Diesel Monitoring:** Charles informed the Board that a new flow meter on the diesel tank at the Town Garage would be prohibitively expensive, if to provide the information needed to track fuel usage effectively. Discussion ensued, with Charles promising to investigate other security safeguards.

**i. Fire Alarm System:** The Board took no action at this time upon a proposal by the Town Hall Renovation Committee to seek the installation of a fire alarm system for the Town Hall.

## **9. New Business:**

Ovenden made a motion: **To pursue the EEBCG grant for insulating the Town Hall by completing and signing the application addendum, and to limit the Town's cost in this project to \$5000.00**, carried by those present.

Harris read an Order prepared by the Town Clerk and made a motion: **That the Select Board approve and sign the Order instructing the Townshend Animal Control to impound and destroy all dogs and wolf-hybrids not duly licensed**, carried by those present. Board members then signed the Order.

Harris informed the Board of her discussions with Ann Bernhardt and members of the Listers Office, with particular regard to the limited budget remaining in that office for this fiscal year. Discussion followed, but no action was taken at this time.

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

**11. Next Meeting:** Regular Meeting: June 7, 2010 at 6:00 p.m.

**12. Adjournment:** Russ made a motion: **To adjourn at 9:04 p.m.**, carried by those present.

Respectfully submitted

Craig K. Hunt, administrative assistant