

# Townshend Select Board Minutes

## June 21, 2010

**Present:**

**Select Board:** Hedy Harris; Steve Ovenden; Jeff Russ

**In attendance:** Kim Ellison; Joe Daigneault; Kurt Bostrom; David Dezendorf; Bo Royce; Craig Hunt, administrative assistant

- 1. Call to Order:** Harris called the meeting to Order at 6:08 p.m.
- 2. Approval of Minutes:** Ovenden made a motion: **To approve the Minutes of June 7th**, seconded by Harris, and carried by those present.
- 3. Additions and Deletions:** Ovenden requested adding Ancient Roads under Old Business, and Russ requested adding Town Common Electric under New Business.
- 4. Warrants:** Ovenden made a motion: **To approve the Warrants of June 21, 2010**, seconded by Harris, and carried by those present.

General Fund	\$ 6,101.61
Highway Department	\$ 3,735.61
Payroll	\$ 13,375.63
Equipment Loan (Backhoe)	\$ 15,807.00

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

**Bookkeeper's / Treasurer's Report:** Ellison and Daigneault spoke to Board members about the Line of Credit application from Chittenden Bank, and following brief discussion, Harris made a motion: **To sign the application from Chittenden Bank for a \$150,000.00 line of credit, should the Town need to borrow money in the coming year**, seconded by Ovenden, and carried by those present. The Chair then signed the application.

Ellison presented the Board with preliminary year-end budget figures and a projection of the 2010-11 year expenditures approved by the voters at Town Meeting. Her prediction was that the new tax rates would be remaining very close to the same as last year's rates.

Ellison, Bostrom and Board members discussed reimbursement amounts from the Town of Jamaica for a section of roadway that Townshend plows, salts and sands. The reimbursement is \$16.50 per trip, regardless of the materials applied or services provided, and as it has not changed in many years, the Board requested that Bostrom compute the actual costs to Townshend and advise the Board if changes need to be made.

**Highway Foreman's Report:** Bostrom reported that he would soon be receiving estimates for re-paving Route 35 from Valley Cares to the Common.

He also reported that T-8 was in the shop at L&B for warranty work and that T-4 had been taken to Delurrey's for engine work.

Bostrom was awaiting State approval for parking signs requested at the Town Hall.

Bostrom had measured two storm-toppled trees on Route 35 and determined that they were in the Town's right-of-way, thereby making the Town responsible for dropping them, and had had a request to look at an elm tree on Depot road, for which a tree service might need to be contracted to drop.

No update was given for anticipated paving projects on Peaked Mountain Road and around the Town Common, and nothing new was reported regarding the culvert that needed attention on Federal property at the intersection with State Forest Road.

**6. Members of the Public:** At 7:00, Board members open sealed auction bids on surplus Highway Department Property, and Bo Royce was the high bidder and won: the 48' box trailer with an offer of \$650.00; two storage tents with an offer of \$250.00 each, and the air compressor with an offer of \$101.00. Craig Hunt won the old generators with a bid of \$21.00.

The Board then received an update from Dezendorf on Emergency Management developments, including an after-event report regarding the recent storm and some of the issues identified during the course of that incident. Dezendorf requested, and by general consent of the Board received permission for doing a work-up with, and seeking potential grants through V-Com for enhancing radio communications capabilities. Dezendorf additionally sought Board approval for the Emergency Management team to act on behalf of the Select Board in an emergency if Select Board members were not available, and requested that the Board appoint Douglas Winot, Steve Ovenden and Gaila Gulack as Townshend Emergency Management deputies.

Following brief discussion, Harris made a motion: **To have the Board sign the Declaration of Authority and appoint Emergency Management deputies, as requested**, seconded by Russ, and carried by those present. The chair then signed the Declaration of Authority and Appointments document.

**7. Correspondence:** The Board read a letter of resignation from William Johnson, chair of Townshend's Listers, and Ovenden made a motion: **To accept William Johnson's resignation**, seconded by Russ, and carried by those present.

The Board reviewed a contract offer by Kearley fuel for pre-buying heating oil at \$2.70 per gallon for the Town Hall and Fire Department, and Harris made a motion: **To accept the pre-buy contract with Kearley Fuel**, seconded by Ovenden, and carried by those present.

**8. Old Business:**

**a. Town Officer Appointments:** Harris agreed to speak with the Listers about William Johnson's resignation, and all agreed to continue searching for a new representative to RESCUE and a member of the Planning Commission.

**b. Law Enforcement Contract:** Harris made a motion: **To accept the FY 2010-2011 contract proposal with the Windham County Sheriff's Department**, seconded by Russ, and carried by those present.

**c. Streetlights:** Ovenden reported having talked to two residents about possible streetlight removal.

**d. Purchasing Policy:** Nothing new to report at this time.

**e. Fire Alarm System for Town Hall:** Board members agreed to take this matter up at the next meeting.

**f. Town Garage Security:** Nothing new to report at this time.

**g. Ancient Roads:** Ovenden conveyed that the Ancient Roads Committee was making progress but that there was a need to discover the timetable for public hearings and any actions the Committee might be recommending to the Board..

**h. Personnel Policy:** Harris agreed to meet with Bills regarding the personnel policy, and, following discussion, Board members tentatively agreed to hold a Special Meeting between 3:00 and 5:00 p.m. on July 14<sup>th</sup> with Town personnel to further discuss this policy and problems still needing to be resolved.

**9. New Business:**

**a. Town Common Electric:** Russ reported of being informed that the electric service on the Town Common was not up to Code. Hunt was instructed to have assessment made.

**b. Certificate of Deposit:** Daigneault reported that a certificate of deposit, in the amount of \$42,575.62, had matured and that the Board needed to decide what should be done with it. Following brief discussion, by consent of the Board, the Treasurer was instructed to deposit the money into the General Fund.

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

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

(tentative)      Special Personnel Policy Meeting: July 14<sup>th</sup> at 3:00 p.m.

**12. Adjournment:** Russ made a motion: **To adjourn at 8:45 p.m.**, carried by those present.

Respectfully submitted

Craig K. Hunt, administrative assistant