

Townshend Select Board Minutes

August 16, 2010

Present:

Select Board: Hedy Harris; Steve Ovenden; Jeff Russ

In Attendance: Joe Daigneault; Kurt Bostrom; David Dezendorf; Andrea Royce; Susan Eastwood; Art Monette; Craig Hunt

- 1. Call to Order:** Harris called the meeting to Order at 6:05 p.m.
- 2. Approval of Minutes:** Harris made a motion: **To approve the Minutes of August 2, 2010**, seconded by Ovenden, and carried by those present.
- 3. Additions and Deletions:** Harris requested discussing new furnace proposals for the Town Hall under Old Business.
- 4. Warrants:** Harris made a motion: **To approve the Warrants of August 16, 2010**, seconded by Ovenden. carried by those present.

General Fund	\$ 3,552.61
Highway Department	\$ 10,836.72
Payroll	\$ 8,119.18
Town Garage	\$ 1,475.00

- 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: Daigneault reported that the first quarterly tax payments were being received and processed smoothly.

Highway Foreman's Report: Bostrom reported that a contract had been signed with Springfield Paving and that work was to begin this week with paving of the Common Road completed before the start of the school year. Line striping, under separate contract, would follow, with the State re-doing the section of Route 35 that had been painted only a few weeks ago.

Bostrom also informed the Board that the culvert work to be done by Renaud Brothers on Grafton Road near Styles Brook Road will be started in September.

Harris asked about the Safe Roads Agreement for work to be done on Route 35 near East Hill Road, and Bostrom said that he was still waiting to hear if the State was going to follow through with its plans. Andrea Royce suggested that run-off drainage at the curve in front of William Joyce's house should be attended to, and Ovenden requested that Bostrom look into this.

Bostrom informed the Board that he will cut down the tree that is leaning at Lahey's House, and that Davey Tree had been contacted to look at a dead elm tree on Depot Road.

After consultations with State transportation officials, Bostrom indicated that everything is now in place for putting out bids to address the problems near the Dam Road culvert. Ovenden will look into the possibility of Public Land and Highway grants to see if the Town might apply for aide in the cost.

In September, the Town will be renting equipment for about \$6000.00 for roadside mowing.

The Windham Hill Road project won't be undertaken this year, though the Town has about \$44,000 from the State and has raised another \$28,000 in taxes. Most of the work will involve fixing drainage problems. Ovenden suggested that officials in Windham be kept informed of the scheduling for this work.

Ovenden relayed a request from a resident that the park benches on the Common be repaired and maintained, and Bostrom said that he would look at them.

7. Members of the Public: Andrea Royce and Susan Eastwood, of the Lister's Office, were welcomed. Lengthy discussion followed pertaining to contract services with B & B Associates, different 411 statements that have been printed, and Errors and Omissions that the Listers Office is working on. Of particular concern to the Listers is the appraisal formula that sets different neighborhood multiplier rates in different geographic zones.

At 7:20 p.m., the Board welcomed David Dezendorf, who, as chair of the Townshend Elementary School Board, requested that the Town make available \$50,000.00 to the school ten days after the tax collection due dates, with the balance paid, as the State requires, twenty days after. This arrangement has been in place for the past few years and saves interest payments on money that the school needs to borrow while awaiting capital with which to operate.

Harris then made a motion: **To pay Townshend Elementary School \$50,000.00 within ten days of the quarterly tax due dates**, seconded by Ovenden, and carried by those present.

Dezendorf, as Emergency Management Director, briefed the Board on his inquiries into radio and communications equipment for the Town, with particular emphasis on portable repeaters to be placed at specific operations centers that would give responders cell phone capabilities in an emergency. Dezendorf was asked to prepare an itemized cost sheet for the Board to review.

The Board then welcomed Art Monette, who requested that the Planning Commission be reduced in size from seven members to its current five, which would help the Commission achieve a quorum at meetings. After review of the present terms of the current members, Harris made a motion: To accept the recommendation of the Planning Commission chair to reduce from seven to five its membership, and accept the resignation of Ryan Hockerlotz from the Commission, seconded by Russ, and carried by those present.

Monette and Board members then discussed the Town Plan being drafted and the timetables for public review this Fall, finalization and adoption.

8. Correspondence: An estimate from Jeffers and Sons in the amount of \$49,630.00 for two new boilers in the Town Hall was received and reviewed by the Board. Discussion followed about the potential for grant money from the Windham Regional Commission to offset the cost.

A letter from Ann Bernhardt, of B & B Associates, offering to remain on-call as a consultant to the Listers Office, was read by the Board.

9. Old Business:

- a. Town Officer Appointments:** None at this time.
- b. Sidewalk Construction:** Ovenden made a motion: **To accept the final punch list prepared by Steven's and Associates, and accept the final ten-percent payment to D.M.I. for sidewalk construction**, seconded by Harris, and carried by those present.

c. Employee Job Descriptions: Ovenden made a motion: **To adopt the job description drafted for the position of Townshend Transfer Station Attendant**, seconded by Harris, and carried by those present.

d. Streetlights: Russ made a motion: **To have CVPS disconnect and remove the five streetlights which the Board had previously held public hearings upon**, seconded by Ovenden, and carried by those present. Hunt was then instructed to contact CVPS.

e. Town Garage Security: Nothing at this time.

f. EECBG/Thermal House Contract: Nothing at this time.

g. Town Hall Lighting: Ovenden made a motion: **To authorize W.E. Beattie Electric to prepare and submit applications for energy efficiency rebates for new light units in the Town Clerk's, Listers and Finance offices of the Town Hall**, seconded by Harris, and carried by those present.

h. Transfer Station Tokens: Hunt reported that new tokens for use at the Townshend Transfer Station could be ordered for a cost of \$165 per thousand.

i. Town Hall Flag: Ovenden reported upon finding sources of American-made U.S. Flags, and Harris made a motion: **To authorize Ovenden to purchase a new six-foot by ten-foot flag for use at the Town Hall at a cost of approximately \$135.00**, seconded by Russ, and carried by those present.

10. New Business: None at this time.

11. Executive Session: Harris made a motion: **To enter into Executive Session at 8:45 p.m. to discuss personnel matters**, seconded by Ovenden. The Board returned from Executive Session at 8:55 p.m., and as a result, no action was taken.

12. Next Meeting: Regular Meeting: August 30, 2010 at 6:00 p.m.

13. Adjournment: Russ made a motion: **To adjourn at 9:00 p.m.**, carried by those present.

Respectfully submitted

Craig K. Hunt, administrative assistant