

# Townshend Select Board Minutes

## August 2, 2010

**Present:**

**Select Board:** Hedy Harris; Bruce Bills; Jeff Russ

**In Attendance:** Joe Daigneault; Kim Ellison; Kurt Bostrom; Janet Stowell; Gaila Gulack; Craig Hunt

**1. Call to Order:** Harris called the meeting to Order at 6:08 p.m.

**2. Approval of Minutes:** Harris made a motion: **To approve the Minutes of July 19th and July 26th**, seconded by Bills, and, after discussion and correction, carried by those present.

**3. Additions and Deletions:** Under Old Business, Harris requested discussing the fire alarm and new furnace proposals for the Town Hall and the cost of Transfer Station tokens, and Hunt, under Correspondence, wished to make available estimates from Warren Beattie Electric for upgrading the service panel on the Town Common and replacing the overhead lights in the Town Clerk's, Lister's and Finance offices.

**4. Warrants:** Bills made a motion: **To approve the Warrants of August 2, 2010**, seconded by Russ. Following discussion regarding a current bill from B & B Associates, which included charges for the previous fiscal year, the motion was carried by those present.

General Fund	\$ 11,591.06
Highway Department	\$ 4,804.42
Payroll	\$ 11,534.59

**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 and Ellison reported on getting the Tax Bills mailed out in time to meet the due date deadline of August 30th for the first quarterly payment, and thanked Harris for her assistance.

**6. Reports: Highway Foreman's Report:** Bostrom reported meeting with Pat Ross of the Agency of Natural Resources who has approved the plans for repairs of the Dam Road culvert, and having coordinated with Springfield Paving for the catch basin work needed on Grafton Road. The contract with Springfield Paving will stipulate that their work be completed prior to the start of school.

Renaud Brothers will be contracted to do the culvert work on Route 35 near Styles Brook Road.

Harris and Bostrom reported on having met with Arnold Cole to discuss the proposed job description for the Transfer Station Attendant, and Bostrom reported that he is nearing completion of his efforts to draft job descriptions for Highway Department employees.

**7. Members of the Public:** Janet Stowell was recognized and complained to the Board about not having Draft Minutes of Select Board meetings available online, as they used to be, and requested that the Board have those Draft Minutes and the Agendas put on the Town's website.

Stowell also requested that the Board see to it that the Town Common fountain is regularly cleaned, and briefly discussed with Russ, who has volunteered his time to fountain maintenance, the timer settings which turn the fountain off prior to 6:00 p.m.

In lengthier discussion with Bostrom, Stowell expressed her dismay about the increasing encroachment of the Common Road onto the Town Common, and complained to the Board about parking around the Common by Elementary School teachers, and others, and the lack of effective enforcement.

Gaila Gulack brought a notice which she had received from the Windham Regional Commission to the Board regarding weatherization grants.

**8. Correspondence:** An estimate from W. E. Beattie Electric, dated August 2, 2010, for bringing the electric service panel on the Town Common up to code was received by the Board in the amount of \$765.00. Another estimate, also from W.E. Beattie Electric and dated August 2, 2010, for lighting retrofits in the Town Hall was received in the amount of \$1660.00. That estimate, if approved through the Efficiency Vermont rebate program, could be reduced by as much as \$960.00, if completed prior to the end of December.

**9. Old Business:**

**a. Town Officer Appointments:** None at this time, though the Board is still seeking qualified candidates to fill the position of RESCUE representative, and seeking two members for the Planning Commission.

**b. Sidewalk Construction:** By e-mail, Ovenden had informed the Board that the final payments to DMI were being tallied as the work neared full completion.

**c. Personnel Policy:** A copy of the contract with Unifirst uniform services, received by Ellison, was briefly reviewed by the Board.

**d. Streetlights:** Stowell expressed her concerns with public safety regarding the Board's intent to disconnect five streetlights in Townshend, as planned, and no action was taken by the Board at this time.

**e. Town Garage Security:** Nothing at this time.

**f. EECBG/Thermal House Contract:** As the proposed contract from Thermal House had not been received for review, no action was taken at this time.

**g.** Harris suggested that the issue of a fire alarm system for the Town Hall, and a proposal for upgrading the Town Hall's heating system be taken up at the next meeting.

**h.** Transfer Station Tokens: Hunt was again requested to find pricing on new tokens for residents to use at the Townshend Transfer Station.

**10. New Business:** Nothing at this time.

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

**12. Next Meeting:** Regular Meeting: August 16, 2010 at 6:00 p.m.

**13. Adjournment:** Bills made a motion: **To adjourn at 7:40 p.m.**, carried by those present.

Respectfully submitted

Craig K. Hunt, administrative assistant