

# **Townshend Select Board Minutes**

## **August 30, 2010**

### **Present:**

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

**In Attendance:** Kim Ellison; Joe Daigneault; Kurt Bostrom; Ryan Hockerlotz; David & Barbara McIntyre; Elizabeth Garfield; Bob Reuter; Craig Hunt

- 1. Call to Order:** Harris called the meeting to Order at 6:00 p.m.
- 2. Approval of Minutes:** Harris made a motion: **To approve the Minutes of August 16, 2010**, seconded by Ovenden, and carried by those present.
- 3. Additions and Deletions:** None at this time.
- 4. Warrants:** Bills made a motion: **To approve the Warrants of August 30, 2010**, seconded by Russ, and carried by those present.

General Fund	\$ 56,935.24
Highway Department	\$ 5,367.00
Payroll	\$ 11,255.08
Sidewalk	\$ 15,020.00

- 5. Reports: Highway Foreman's Report:** Bostrom reported that Springfield Paving would complete its work on Route 35 this week and that line striping would follow.

He reported that State waste management officials had finally visited the Town Garage to review the transfer station layout, and found no significant issues. Hunt reported that a letter from the State would be arriving this week presenting a summary of that review, and that a Certificate of Compliance should be issued thereafter.

Bostrom informed the Board that the dead elm tree on Depot Road would be taken down by CVPS, if the Town would help defray the cost. Following discussion, Russ made a motion: **To have the Highway Foreman contact CVPS for removal of the elm tree on Depot Road, and to pay CVPS for costs not to exceed \$500.00**, seconded by Harris, and carried by those present.

Board members then briefly discussed the Windham Hill Road project, and Harris offered to contact officials in Windham with a projected schedule of when the major work would be done.

Bostrom opened bids solicited for the Dam Road culvert repairs:

Bazin Brothers	\$ 24,890.00
A.S. Clark	9,775.00
Plimpton Excavating	31,000.00
Fitzpatrick Excavating	15,000.00

Discussion followed regarding concrete work to be done by Renaud Brothers at a cost estimated at \$22,000.00, with 90% to be paid by the State. As this project must begin as soon as possible, Harris made a motion: **To have the Highway Foreman contract with the lowest bidder that can meet the necessary performance and scheduling needs of the Town**, seconded by Ovenden, and carried by those present.

Harris requested that Bostrom review any major tool purchases for the Town Garage in advance with the Select Board's liaison to the Highway Department.

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

**Bookkeeper's / Treasurer's Report:** Ellison reminded Board members that Town payments to the schools would occur before the next regular meeting, scheduled for September 20th. She presented the Board with an overview of funds held in Town reserve accounts, and told the Board that preliminary 2011-12 budget worksheets would be prepared for the next meeting. Discussion ensued regarding the Municipal Sewer Escrow account.

Daigneault updated the Board on receipts of the first quarterly tax payments.

Ellison then gave Board members a letter from Craig Donnan of NEMRC addressing Town computer security recommendations for their review.

**7. Members of the Public:** David and Barbara McIntyre were welcomed and informed the Board that they are losing their property due to road grading on Taft Road at the intersection with Derry Lane. That intersection is becoming increasingly wider, according to the McIntyres, and not only have they lost up to twenty feet of yard space, but tree roots are being cut into which may be killing the trees along the roadside. Bills agreed to review this matter with the Highway Foreman and contact the McIntyres with the findings.

Elizabeth Garfield of the Town Hall Renovation Committee, and Bob Reuter, of Thermal House, Inc. were welcomed by the Board, and, by general consent, the Board agreed to suspend the rules and discuss Town Hall matters scheduled under Old Business at this time.

Reuter reported to the Board that the proposed contract with Thermal House to insulate the Town Hall had been modified because of a recent State requirement that vermiculite insulation, which is in the Town Hall attic, be removed only by licensed contractors. Reuter explained that this increased the cost of such removal, originally projected at \$4500.00, to between \$13,000.00 and \$15,000.00. Efficiency Vermont, however, could provide incentive payments of up to \$7,500.00 to defray these increased costs, and Reuter requested that the Board allow Thermal House to apply for those payments through Efficiency Vermont.

Discussion ensued with regard to the money coming directly to Thermal House, instead of the Town in order to pay Catamount Environmental to remove the insulation, and questioning whether authorizing Thermal House to apply for incentive funds from Efficiency Vermont was essentially contracting Thermal House to begin work on the Town Hall.

Garfield explained that the \$50,000.00 which the insulating project would cost wasn't changing, and the Town had a commitment from the State for \$45,000.00 through the EECBG Grant.

Reuter stated that the difference in projected costs, because of the need to sub-contract Catamount Environmental for the vermiculite removal, wouldn't change what Thermal House had agreed to do, and that Thermal House would absorb any cost excesses that Efficiency Vermont incentive payments didn't cover.

When pressed again by Harris, Reuter confirmed that signing the contract with Thermal House, authorizing it to seek funds from Efficiency Vermont was committing

the Town to having Thermal House schedule its work on the Town Hall, but Reuter also said that Thermal House would not proceed with any work until it knew the status of those funds from Efficiency Vermont, and could not proceed until the Town paid the \$5,000.00 deposit it required.

Board members continued questioning Garfield whether it was wise to encumber the Town with a \$50,000.00 project without a formal agreement from the State as to how and when the EECBG grant money would be coming, particularly whether invoices would be paid by the State when submitted, or whether reimbursement of costs could be delayed. Garfield reiterated that the State had provided payment assurances in approving the grant, and would back-date the formal agreement to cover any incurred expenses by the Town. She could not assure Board members of how timely any payments from the State might be received, but promised to try again to get those assurances.

Ovenden questioned Reuter about the projected 50% immediate cost in fuel savings if the Town Hall was insulated, and Reuter said that that projection was conservative.

Ovenden also asked about reporting requirements to the government after the work was completed, and Reuter assured Board members that Thermal House would do, “test out,” comparisons and submit that data as necessary.

Harris then made a motion: **To authorize Thermal House, Inc. to apply for incentive funds from Efficiency Vermont for the cost of vermiculite removal, and contract with Thermal House, Inc. to proceed with work on the Townshend Town Hall as stipulated in its proposal, contingent upon funds being made available from Efficiency Vermont, assurances from the State as to EECBG grant payments, and payment of the required deposit by the Town of Townshend to Thermal House, Inc.,** seconded by Ovenden, and carried by those present. Harris then signed the contract with Thermal House, Inc.

Garfield presented the Board with an application for grant money through the Windham Regional Commission to offset the costs of replacing the furnaces in the Town Hall, the deadline for submission of which Garfield had gotten extended. This grant could make available up to \$11,820.00. Discussion followed while the Board reviewed a revised estimate from Jeffers and Sons, and Ovenden made a motion: **To apply for the grant through the Windham Regional Commission for funds toward the replacement of the furnaces in the Town Hall,** seconded by Russ, and carried by those present.

**8. Correspondence:** Letters received from William Koutrakos of Windham, regarding the condition of Windham Hill Road, and from Christina Borsari about noise in her neighborhood during the early morning hours, were reviewed by the Board, and Hunt was requested to respond.

**9. Old Business:**

**a. Town Officer Appointments:** None at this time. The position of RESCUE Liaison remains open.

**b. Job Descriptions:** Harris will be meeting with Bostrom this week to continue working on Highway employee job description drafts.

**c. Personnel Policy:** Harris requested putting off possible changes in the Town’s personnel policy off until the next meeting, and Ovenden requested that Harris make a list of the discussion points for Board members to review in advance.

**d. Streetlights:** Hunt reported that David Miller of CVPS had made up work orders and should be disconnecting the streetlights the Board had decided upon within the current billing cycle.

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

**f. Fire Alarm:** Board members reviewed the estimate from Countryside Lock and Alarm for installing a fire alarm system in the Town Hall. No action was taken at this time, but Hunt was requested to see if other companies might also provide quotations.

**g. Town Hall Railing:** Ovenden reported having received prices on paint for the galvanized railings in front of the Town Hall, and made a motion: **To purchase paint and sundries for painting the railings black for an amount not to exceed \$150.00**, seconded by Harris, and carried by those present.

**h. Transfer Station Tokens:** The Board decided not to order new Transfer Station tokens at this time, but to continue to study the needs for improved efficiencies and conveniences at the Transfer Station.

**i. Town Hall Planter:** Harris reported having spoken with Jay Wilson of the Newfane Greenhouse about the planter in front of the Town Hall. Board members briefly considered his recommendation for planting a hydrangea, an evergreen or decorative grasses, but no action was taken at this time.

**10. New Business:** Harris conveyed to Board members that she'd spoken with Doug Winot, Townshend Fire Chief, about the insurance settlement on roof repairs and the possibility that structural and other changes may be desirable at the fire house. No action was requested at this time, but may be a matter brought before the Board in the near future.

**11. Executive Session:** Harris made a motion: **To enter into Executive Session at 9:03 p.m., to discuss personnel matters**, seconded by Ovenden. The Board returned from Executive Session at 9:28 p.m., and, as a result, by general consent, the Board approved the Highway Foreman's Employee evaluation.

**12. Next Meeting:** Regular Meeting: September 20, 2010 at 6:00 p.m.

**13. Adjournment:** Russ made a motion: **To adjourn at 9:30 p.m.**, carried by those present.

Respectfully submitted

Craig K. Hunt, administrative assistant