

Townshend Select Board Minutes

September 20, 2010

Present:

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

In Attendance: Kim Ellison; Joe Daigneault; David Dezendorf; Charles Marchant; Craig Hunt

1. Call to Order: Harris called the meeting to Order at 6:03 p.m.

2. Approval of Minutes: Harris made a motion: **To approve the Minutes of August 30, 2010**, seconded by Ovenden, and carried by those present.

3. Additions and Deletions: Hunt noted that a letter from Howard and Carol Cutts was to be added under Correspondence. Russ requested that dead trees in road right-of-ways be added under Highway Foreman's Report, and Charles requested that Town Contract forms be added under New Business.

4. 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 informed the Board that about 10% remained outstanding on the collection of the first quarter's taxes.

Ellison then presented a fiscal year 2010 spread sheet for a preliminary assessment of the current budget, and Board members engaged in lengthy discussion regarding funding of the equipment reserve accounts, recording Highway Department fuel use, and keeping the expenses for miscellaneous supplies under better control. The Highway Fund, Ellison noted, appeared to be in good shape due to funds for special projects that were carried forward into this year, and the over-funding for health insurance.

Board members will review the expense reports prior to the next meeting in preparation for FY 2011-12 budget discussions.

Hunt was requested to speak with the Delinquent Tax Collector about legal procedures pertinent to the property that the Town purchased at tax sale last year.

Highway Foreman's Report: The Highway Foreman being absent, no report was heard at this time. Russ requested that Bills speak with the Foreman about the numerous dead trees along Town roads.

5. Warrants: Harris made a motion: **To approve the Warrants of September 20, 2010**, seconded by Ovenden. Following brief discussion about an invoice for bee spray at \$150.00, the motion was carried by those present.

General Fund	\$ 476,054.45
Highway Department	\$ 103,427.27
Payroll	\$ 21,214.37
Social Services	\$ 13,110.00

6. Members of the Public: David Dezendorf, Townshend Elementary School Board chairman, was welcomed and reminded the Board that no time had yet been set for the annual School District meeting to be held during Town Meeting in March.

Charles Marchant was then welcomed and reported to the Board that the Townshend Fire Department was deliberating upon changes in the structure of the firehouse. As the roof is to be replaced following damage from the spring storm, the Fire Department was considering it potentially opportune, and economic, to raise that roof a few feet and extend one truck bay approximately six feet. Lengthy discussion followed about permitting, potable water and septic issues, and costs. Marchant explained that because the building and equipment were owned by the Town, that the Select Board, or the voters, would have to provide authorization for any major changes. Many questions still are unanswered about having to bring the facilities up to code if structural changes are undertaken, Marchant reported, but as the roof needs to be attended to in the next month, or so, the current plan is to provide temporary coverage for winter.

The Board agreed that time is a pressing factor and that this discussion should continue toward a resolution before much money is spent.

7. Correspondence: A letter of proposal to decommission the monitoring well at the Town Garage and issue a final engineering report, from DB Environmental Consulting, and at an estimated cost of \$570.00, was received. Harris requested that the Town Barn Committee formally review and approve the proposal prior to the Select Board taking action.

A letter from The Waste Management Division of the Vermont Agency of Natural Resources was received providing tentative re-certification for the Townshend Transfer Station, subject to the Town having Public Notices published. Charles then made a motion: **To instruct Hunt to have Public Notices for the Townshend Transfer Station re-certification published once in the most-economical daily and weekly newspapers that satisfy the legal requirements of the State**, seconded by Ovenden, and carried by those present.

A letter received from Howard and Carol Cutts regarding damage by the road grader to a stone retaining wall on their property, with a request that the bill for repairs be paid by the Town, was read. Discussion followed regarding liability of the Town to property located with the right-of-way of Town roads. The Board determined there was a need to discuss the particulars of this matter with the Road Foreman, and took no action at this time.

8. Old Business:

- a. Town Officer Appointments:** None at this time.
- b. Job Descriptions:** None at this time.
- c. Personnel Policy:** Nothing at this time.
- d. Town Hall:**

Insulation/EECBG Grant: Harris reported that following receipt of two other bids for the insulation project at the Town Hall, the Town was in compliance with State's requirements in award of the EECBG grant. Ovenden then made a motion: **To have the Select Board chair sign the agreement with the State for a \$45,000.00 grant toward insulating the Town Hall, committing the Town to provide \$5,000.00 in funds toward the cost of the work**, seconded by Charles, and carried by those present.

Fire Alarm System: Nothing at this time.

Furnace Replacement: The Board received an estimate from Cota & Cota for replacing the furnaces at the Town Hall. No action was taken at this time, pending notification of the status of an application for grant money through the Windham Regional Commission toward the cost.

Railing: Ovenden is priming the railings in preparation of painting them black. In a related matter, he expressed concern about the new concrete stairs, and especially the stainless steel edging, which are slippery when wet. Russ agreed to provide the Board with recommendations for increasing traction.

Planter: Nothing at this time.

e. Town Garage Security: Charles reported that he is waiting for an estimate from a local security system provider.

f. Law Enforcement Contract: Board members briefly discussed the possibility of modifying the Town's contract with the Windham County Sheriff's Department, following testimony that incidents or concerns were being reported to the Sheriff, only to have callers forwarded to the State Police. Harris will follow-up with Capt. Lakin prior to the next meeting.

g. Parking Ordinance Review: Hunt was requested to inquire whether the Board may legally adopt an ordinance to restrict the parking places along Route 30 in front of the Town Hall.

h. Streetlights: Hunt reported that CVPS has been removing streetlights as the Select Board requested.

9. New Business: The Board received and briefly discussed draft copies of the Town Plan prepared by the Planning Commission and the Windham Regional Commission.

10. Executive Session: No at this time.

11. Next Meeting: Regular Meeting: October 4, 2010 at 6:00 p.m.

12. Adjournment: Ovenden made a motion: **To adjourn at 9:21 p.m.**, carried by those present.

Respectfully submitted

Craig K. Hunt, administrative assistant