

approved: 11/07/11

**Townshend Select Board
Minutes
October 17, 2011**

Present:

Select Board: Hedy Harris; Bruce Bills; Steve Ovenden; David Dezendorf

In Attendance: Kim Ellison; Joe Daigneault; Deputy Fellows; Irvin Stowell; Mary Merrill; Vicky Salvo; Dale Davis; Art Monette; Bob DiSiervo; Brud Sanderson; Susanna Palmer; 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 October 3, 2011, as corrected**, seconded by Dezendorf, and carried by those present.

Harris then made a motion: **To approve the minutes of October 10, 2011**, seconded by Dezendorf, and carried by those present.

3. Additions and Deletions: To Old Business, Harris requested the addition of Personnel Policy changes.

4. Warrants: Bills made a motion: **To approve the Warrants of October 17, 2011**, seconded by Harris. Ovenden amended the motion: **To withhold the payment to Mitchie Engineering for the Dam Road culvert until it could be discussed with the Highway Foreman**. The motion, as amended, was carried by those present.

General Fund	\$ 12,014.03
Highway Department	\$ 128,777.44
(Storm Irene: \$ 116,033.95)	
Payroll	\$ 16,938.21

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

Bookkeeper's / Treasurer's Report: Ellison reported that there was approximately \$400,000 in the checking account with about 6.0% still outstanding on the 1st quarter property tax receipts, and that the Town was still waiting for reimbursement from the State for paving Windham Hill.

Highway Foreman's Report: Ovenden reported in Bostrom's absence that the box culvert for the Dam Road was estimated to take twelve to fifteen weeks to construct. Lengthy discussion ensued regarding the need to have that bridge repaired as soon as possible. Mary Gould again requested answers to the possibility of installing a temporary Bailey bridge in the short term, and conversation continued as to the poor condition of State Forest Road, generally.

Townshend Fire Department Report: Dezendorf reported that apparently overlooked in the recent Fire Station repairs was replacement of sheetrock in Bay Number 1. Daigneault and Dezendorf then discussed the need to repair the berm at the fire pond on Peaked Mountain Road.

Emergency Management Director's Report: Dezendorf reported that the Town's highest priorities for road maintenance and repair work prior to winter were State Forest and West Hill Roads, with Back Windham, Simpson Brook, Acton Hill and Townshend Acres being the second highest. He also reported to the Board that many ditches needed cleaning out, and that many stream channels needed attention.

At Gould's request, Dezendorf agreed to look into using Taft Meadows for public and other gatherings by Grace Cottage Hospital and the Townshend Business Association in order to relieve congestion at the Town Common during these festivals.

Law Enforcement Report: Fellows informed the Board of a prescription drug take-back being hosted by the Windham County Sheriff's Department on October 29th, and asked to have someone remove unneeded detour signs posted in West Townshend.

6. Members of the Public: Art Monette was welcomed and the Board lauded the Planning Commission for preparation and completion of the new Town Plan.

Bob DeSiervo presented the Board with a design option from architect Wessner for the fire door necessary at Town Hall. This option would eliminate the suggested installation of that door at the top of the stairs to the assembly hall, and place it instead downstairs inside the main doors to create an airlock in the front hallway. DeSiervo reported that the Town Hall Renovation Committee suggests that the Select Board budget directly for the cost of the doors and not rely on grants, and Monette stated that the Planning Commission preferred this design option as one which was more architecturally appropriate.

Dale Davis reported to the Board that Josselyn would be replacing the ceiling insulation in the Town Garage which had absorbed moisture.

Susanna Palmer suggested that the mandated Town-wide reappraisal might be done in-house by the Listers with the assistance of a paid consultant, but agreed that outside firms should be contacted and bids solicited for the job.

Brud Sanderson spoke about the proposal from Stevens and Associates to conduct engineering studies for the repair of East Hill Road, damaged by tropical storm Irene. That proposal, dated October 4, 2011, estimated the engineering costs at around \$29,900, and during conversation about the necessity of such a study, Sanderson explained that it was likely a FEMA requirement, given the scope and the expense of the project.

Monette asked how the Select board would determine if this road was worth the cost of repairing, and lengthy discussion ensued.

7. Correspondence: None at this time.

8. Old Business:

Highway Garage Employee: The Board received nine applications for the full time Highway Employee position advertised, and Monette asked whether the hiring of a fourth employee was designed to reduce "on call" employees. Harris responded that part of the thinking was indeed to reduce dependence on part-time employees and to reduce the overtime accrued by regular staff. Lengthy discussion ensued, with questioning from Stowell and Gould about how the new position was to be funded.

Bills and Bostrom, it was decided, would review the applications and make a recommendation to the Board, and

the Board would examine the Highway budget and confirm its authority to create the new position.

Personnel Policy: Harris again requested that Board members review proposed changes in Townshend's Personnel Policy and be prepared to discuss those changes at the next meeting.

9. New Business: Stowell informed the Board that Windham Solid Waste Management would hold a Hazardous Waste pick-up in Townshend on November 5, 2011.

Hunt was requested to obtain fixed-price quotes for Town heating oil at the next meeting.

10. Executive Session: None at this time.

11. Meeting Schedules:

Budget Meeting: October 24th at 5:30 p.m.

Select Board Meeting: November 7th at 6:00 p.m.

12. Adjournment: Dezendorf made a motion: **To adjourn at 8:35 p.m.**, carried by those present.

Respectfully submitted,

Craig K. Hunt, assistant