

approved: 11/21/11

**Townshend Select Board
Minutes
November 7, 2011**

Present:

Select Board: Hedy Harris; Bruce Bills; Jeff Russ; David Dezendorf

In Attendance: Kim Ellison; Joe Daigneault; Kurt Bostrom; Irvin Stowell; Mary Merrill; Cynthia Davis; Brud Sanderson; Craig Hunt

1. Call to Order: Harris called the Meeting to Order at 6:04 p.m.

2. Approval of Minutes: Dezendorf made a motion: **To approve the Minutes of October 17, 2011**, seconded by Bills, and carried by those present.

3. Additions and Deletions: To Correspondence, the Board added an estimate from Jeffers Plumbing and Heating for a new furnace in the Fire Station; to Old Business, discussions of the Personnel Policy and Town Hall projects; to New Business, discussion of the Tax Sale on November 30th, review of the Liquor License applications from Townshend Pizza, and the heating oil pre-buy agreement with Kearley Fuel.

4. Warrants: Harris made a motion: **To approve the Warrants of November 7, 2011**, seconded by Bills, and carried by those present.

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|------------------------------------|---------------------|
| General Fund | \$ 57,606.59 |
| Bond Payment: \$53,590.00) | |
| Highway Department | \$ 14,098.73 |
| (Storm Irene: \$ 12,789.25) | |
| Payroll | N/A |

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 discussed with the Select Board questions about municipal loss and health insurances policy renewals with VLCT. No action was taken at this time.

Highway Foreman's Report: Bostrom provided the Board with a written status report, and lengthy discussion ensued about the Dam Road culvert, estimated to be replaced sometime in January, with completion in February.

Dezendorf reported upon progress with the Army Corps of Engineers regarding the costs of re-opening Stone Arch Bridge Road across Federal lands. Permits would be required if construction affected wetlands, and engineering studies would have to be done in advance of installing a temporary bridge of limited utility. With those studies, and the rental of a bridge, estimates exceed \$50,000, and the best-case projection for completion would likely correspond with the re-opening of the Dam Road.

Discussion continued with Brud Sanderson about East Hill Road repairs, and Dezendorf made a motion: **To postpone any significant reconstruction efforts, but authorize Stevens & Associates to immediately move ahead with the topographic survey work necessary**, seconded by Bills, and carried by those present.

Bostrom, Stowell, Merrill and Board members then discussed the travel conditions of State Forest Road, and Dezendorf made a motion: **To instruct the Road Foreman to post signs on State Forest Road to limit speed at 35 mph, as proscribed in the Townshend Speed Limit Ordinance for Class 3 Roads**, seconded by Bills, and carried by those present.

Stowell complained to the Board that highway trucks were not receiving annual inspection stickers, to which Daigneault reported on recent efforts to get those inspections done.

Stowell questioned Bostrom about the pending replacement of a 72 inch culvert on Plumb Road with a 60 inch culvert, and Bostrom said he would correct any error in the culvert inventory list, and order the larger size.

Dezendorf then made a motion: **To enter Executive Session at 7:24 p.m. with Bostrom to discuss personnel matters**, seconded by Harris, and carried by those present.

At 7:46 p.m., the Board returned from Executive Session, and as a result, no action was taken.

Townshend Fire Department Report: None at this time.

Emergency Management Director's Report: Dezendorf reported on progress in applying for steam mitigation grants, toward which the Town would have a 25% cost burden.

Dezendorf then updated Board members on Emergency Management accountability during incidents, his work with RESCUE, the Townshend Fire and Highway Departments, with emphasis on communication infrastructure needs and the establishment of a permanent emergency phone number.

Following discussion, Dezendorf made a motion: **To authorize the Emergency Management Director to work with Rick Hege for up to 2.0 hours of billable time, in development of a dedicated Emergency Management link to the Town website,** seconded by Harris, and carried by those present.

Law Enforcement Report: None at this time.

6. Members of the Public: Davis inquired as to whether the Board-appointed Auditors were regularly meeting, to which Harris offered assurance that they were.

Stowell reminded the Board that ditch work across from his residence still needed to be done, and Bills said that he would ask Bostrom to attend to it. Dezendorf requested of Bills a list of culverts that still needed cleaning.

Stowell then asked why the Town clock hadn't been working, and Hunt offered to inquire about its being serviced.

7. Correspondence: The Board reviewed an estimate from Jeffers and Sons Plumbing and Heating to replace the furnace in the Fire Station, with no action taken at this time.

8. Old Business:

Personnel Policy: Board members discussed changes previously approved in Townshend's Personnel Policy to assure clarity of the language, but with no action taken at this time.

Board Members reviewed the various needs of the Town Hall.

9. New Business: Harris made a motion: **To sign the Liquor License applications for Townshend Village Pizza, Inc.,** seconded by Russ, and carried by those present.

Russ made a motion: **To sign the 2011-2012 heating oil pre-buy agreement at \$3.49 per gallon with Kearley Fuel for the Town Hall, Fire Department and Town Library,** seconded by Dezendorf, and carried by those present.

The Board acknowledged receiving Notice of the Property Tax Sale scheduled for November 30th.

10. Meeting Schedules:

Budget Meeting: November 14th at 5:30 p.m.

Select Board Meeting: November 21st at 6:00 p.m.

Property Tax Sale: November 30th at 10:00 a.m.

11. Adjournment: Russ made a motion: **To adjourn at 9:18 p.m.**, carried by those present.

Respectfully submitted,

Craig K. Hunt, assistant