

approved: 12/19/11

**Townshend Select Board  
Minutes  
December 5, 2011**

**Present:**

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

**In Attendance:** Kim Ellison; Joe Daigneault; Kurt Bostrom; Ryan Hockertlotz; Kristina Wright; Deborah DeFelice; Craig Hunt

**1. Call to Order:** Harris called the Meeting to Order at 6:00 p.m.

**2. Approval of Minutes:** Dezendorf made a motion: **To approve the Minutes of November 21, 2011, as corrected**, seconded by Russ, and carried by those present.

**3. Additions and Deletions:** Harris requested adding discussion of the Suboxone Clinic to New Business.

**4. Warrants:** Harris made a motion: **To approve the Warrants of December 5, 2011**, seconded by Dezendorf, and carried by those present.

<b>General Fund</b>	<b>\$ 281,760.67</b>
(includes \$ 272,364.00 TES)	
<b>Highway Department</b>	<b>\$ 23,253.18</b>
 <b>Payroll</b>	 <b>\$ 12,917.53</b>

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

**Law Enforcement Report:** None at this time.

**Bookkeeper's / Treasurer's Report:** Ellison reported that the first quarter tax payments were still about 5.0% unpaid, that the second quarter payments were coming in well. She informed the Board again that the Town still had not been reimbursed \$156,000.00 from the State for the paving project on Windham Hill Road.

Following brief discussion about Municipal Health Insurance options, Dezendorf made a motion: **To instruct the chair to sign the Associated Industries Group Insurance plan for the Town of Townshend for the year January 1, 2012 through December 31, 2012**, seconded by Bills, and carried by those present.

**Highway Department Report:** Bills requested postponing the Highway Department Report until the Highway Foreman arrived.

**Townshend Fire Department Report:** Russ reported that Jeffers Plumbing would make repairs to the boiler at the Fire Station to keep it in service through the winter, but that replacement of the system would need to take place next Spring.

**Emergency Management Director's Report:** Dezendorf reported that the Department of Homeland Security and the Army Corps of Engineers had been asked to do a vulnerability assessment for Townshend Dam and meet with the Select Board. Meetings with Grace Cottage Hospital, Townshend's schools, Fire Department and the public would be scheduled subsequently to discuss the inter-relatedness of incident management and response.

Dezendorf then made a motion: **To appoint Holly Hockertlotz as Townshend Emergency Management Deputy Director for HAZMAT operations**, seconded by Harris, and carried by those present.

**6. Members of the Public:** Deborah DeFelice requested that the Select Board attend to traffic safety concerns of residents on State Forest Road, and, following lengthy discussion, the Board agreed to consider adopting a Speed Limit Ordinance for State Forest Road as soon as possible.

Ryan Hockertlotz made an offer to be of assistance to the Select Board in any way possible, which was met with appreciation.

Kristina Wright was recognized and discussion of the Suboxone Clinic scheduled to open this Winter on Route 35 was moved forward on the Agenda. Harris reported having had discussion with Dr. Hasaj about scheduling a public meeting to address concerns about his operating a drug treatment clinic from his residence.

**Highway Foreman's Report:** Bostrom reported that culvert construction for the Dam Road was proceeding well, and that the new plow truck should be arriving by the end

of the month. He also informed the Board that Josselyn Brothers Construction had made needed repairs to the Town Garage, replacing insulation in the roof that was causing moisture build-up.

**7. Correspondence:** An offer from Mill Metals of Manchester, New Hampshire to install a container in the Town yard and pay the Town for collected scrap was discussed, with Harris agreeing to forward the request to the Waste Management Study Committee for assessment.

**8. Old Business:**

**Reappraisal:** Hunt reported upon having contacted local reappraisal firms, but not having yet received bid figures.

**Town Hall:** Ovenden reported that Country Side should be installing the fire alarm system in the Town Hall before the end of December, and that he was asking the Town Hall Renovations Committee about Select Board concerns regarding the installation of motion detectors in the Town Hall by Country Side at the same time.

**Listers Vacancy:** The Board instructed Hunt to post a NOTICE to solicit candidates prior to the December 19th Board meeting for filling the vacant position in the Listers office.

**9. New Business:** None at this time.

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

**11. Meeting Schedules:**

Property Tax Sale: December 7th at 10:00 a.m.

Budget Meeting: December 12th at 5:30 p.m.

Select Board Meeting: December 19th at 6:00 p.m.

**12. Adjournment:** Russ made a motion: **To adjourn at 8:34 p.m.**, carried by those present.

Respectfully submitted,

Craig K. Hunt, assistant