

Townshend Select Board Minutes

February 7, 2011

Present:

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

In Attendance: Kim Ellison; Joe Daigneault; Kurt Bostrom; David Dezendorf; WCSD Deputy Rod Inman; Ryan Hockerlotz; Dale Davis; Mike Bills; Milford Thompson; Bob DeSiervo; Alice Muise; Susanna Palmer; Susan Eastwood; Craig Hunt

1. Call to Order: Harris called the meeting to Order at 6:00 p.m. She then requested suspending the rules in order to hear from Dale Davis of Townshend's Fire Department, carried by general consent of those present.

Townshend Fire Department Report: Davis reported that he had spoken with a few contractors regarding proposed remodeling work at the Fire Station, generally, and cost projections were in the \$60.00 to \$100.00 per square foot range, as expected. He also stated that Brunelle & Sons Construction would still honor the estimates put forth with draft plans last fall.

Harris reported having spoken with the adjacent property owners, who had agreed, in principle, to providing the Town with an easement for drilling a well on their property, if all costs were paid by the Town, and to allow the Town to prune or remove any trees on their property near the Fire Station, if new trees were planted to create a visual buffer, and all costs were paid by the Town.

Charles requested that Davis contact Josselyn Brothers Construction, who had build the new Town Garage, for estimates of constructing a new Fire Station as an add-on to the Town Garage.

Discussion ensued about the feasibility and costs of constructing a new facility, particularly regarding the need to acquire additional property adjacent to the Town Garage. Thompson recommended that the Town consider building a new fire station on the Town's property at Taft Meadows, and Hunt was instructed to find the original designs for building a fire station at Taft Meadows, developed by the Land Committee in 2005, and provide them to Davis.

2. Approval of Minutes: Ovenden made a motion: **To approve the Minutes of January 17, 2011**, seconded by Harris, and carried by those present.

3. Additions and Deletions: Harris requested the addition of Snowblowing under the Town Clerk's Report, and Town Meeting under New Business.

4. Warrants: Bills made a motion: **To approve the Warrants of February 7, 2011**, seconded by Ovenden. Following discussion concerning the unusual amount of hydraulic fluid used by the Highway Department and the costs associated with repairing T-3, the motion was carried by those present.

General Fund		\$ 12,208.74
Highway Department		\$ 48,810.86
Includes:	Diesel Fuel	\$ 7,830.64
	Sand/salt	\$ 23,410.08
Payroll		\$ 29,490.52

Harris made a motion: **To restore the Townshend Fire Department roof insurance settlement fund, out of which money was paid to Brunelle and Sons**

Construction for preparing fire station remodeling plans, with \$3,000.00 of the \$5,000.00 received from the auction of the Jeep pick-up truck, and place the remaining \$2,000.00 in the General Fund, seconded by Ovenden, and carried by those present.

5. Reports: Town Clerk's Report: The Board reviewed the Town Clerk's cash-journal reports from the prior weeks, and then discussed the circumstances on Wednesday, February 2nd, of the Town Hall parking spaces not being plowed, and the walkways and handicap access ramp not being shoveled clear, despite the polling stations being open for a legally Warned vote on the Leland & Gray budget. It was noted that the Town Clerk and her assistants did try to keep a pathway to the street shoveled during the storm, but that these labors were not the duty of the Clerk's office, and that the law required that voters have access to the ballot box.

Harris requested that the Highway crew maintain the parking areas and walks if called by the Town Clerk on a day scheduled for voting. Bostrom explained that during a big storm, such as we had last week, his priority would be to plow the roads, and that the crew would probably not be around to get the call. Discussion continued about the State plowing Route 30 and filling the parking areas and sidewalk with snow, and about Brian White, contracted to keep the sidewalks open with the Town's snowblower, not being generally available during the day.

Hunt was then asked to speak to the Town Clerk about the possibility of having Randy Bean shovel the sidewalks and ramp leading into Town Hall on an, "as needed," basis. Hunt was further requested to draft a letter to the Leland & Gray School Board conveying the costs to the Town of keeping the polling station open in February for a school budget vote, and requesting that L & G adopt include, "weather date," alternative or extension for the vote.

Bookkeeper's / Treasurer's Report: Ellison reported that the Town had received 95% of the grant money expected for the Town Hall insulation project, and had received \$67,000.00 from the Vermont Equipment Loan Fund toward the purchase of the new International truck. She further reported that it appeared that oil consumption in the Town Hall was down.

With Ellison and Bostrom, the Board talked about the limits on borrowing from the Vermont Equipment Loan Fund, the need to have a schedule for the regular replacement of Town equipment, and the impact upon taxes to purchase equipment outright, or to borrow the necessary money.

Highway Foreman's Report: Bostrom reported that the new International should be ready at Fairfields and delivered next week, and that problems continued with the replacement transmission in T-4, and with the brakes on T-3.

Charles asked Bostrom to contact Josselyn Brothers about the gutters being torn off the Town Garage by snow and ice, and reminded Bostrom that exterior lights, which should switch on and off by motion detectors, were manually being left on day and night.

Emergency Management Director's Report: Dezendorf informed the Board that with Ellison's assistance the grant for Fire Department pagers had been filled out, and said that he'd be meeting with the Fire Department personnel to get the necessary risk assessment surveys completed. Dezendorf updated the Board on his meeting with the West River Amateur Radio Club; his plans to meet with the Townshend Business Association; work that was establishing Leland & Gray Union High School as an

emergency medical dispensary, and work with the Windham County Sheriff's Department for security and traffic management during an emergency incidents. Requested by Board members during discussion, Dezendorf agreed to look into the availability of hand held radios by which officials could communicate with Highway Department personnel who on the road.

Law Enforcement Report: Deputy Inman was recognized and reported to the Board that he was receiving more calls, personally, as he was becoming better known in the community. Now spending forty hours a week in Townshend, rather than splitting his time between different Towns, he said that the Sheriff's office was receiving positive feedback from local residents. Inman stated that since July, approximately 540 civil violations had been written, and that revenue to the Town of Townshend was nearing \$61,000.00 from the fines.

Discussion ensued regarding various ordinances that the Town might consider adopting or improving, and the need to comply with signage requirements for traffic ordinances to be enforceable.

Charles requested that Inman provide the Board with a priority list of the signs needed on the roads to, and within, Townshend Acres.

6. Members of the Public: Mike Bills, Susanna Palmer and Susan Eastwood of the Board of Listers were recognized, all expressing support of the Article in the Town Warning requesting reduction of the Listers office from five to three permanent members. Harris asked if five members wouldn't better reduce the stress of data entry and site visit requirements, and Palmer explained that since the three of them presently seemed to be working together so constantly and well, that five members, given space and budget restrictions, and computer limitations, might reduce their focus and dedication to needed tasks.

Hockerlotz asked whether three members was preferable because of not getting five members to regularly attend meetings, and Palmer reiterated that cohesion within the office and rapport with advisors were important factors which too many members might disrupt. It was noted, also, that casual labor could be hired to help out, as needed.

Since none of the Listers will be available to attend Town Meeting, and the Select Board will likely speak to this Article, Ovenden requested that a prepared list of problems and projected needs be presented in advance to the Board, with a schedule of statutory deadlines that the Listers much meet.

Alice Muise was recognized, and reported to the Board that she was still having problems with dogs visiting her property, and asked to know the status of any Ordinance proposals through which the Town might help her find relief. Following brief discussion with Board members and Deputy Inman, Muise agreed to work with Ovenden on the preparation of a draft Ordinance proposal.

Bob DeSiervo was then recognized and reported to the Board about his meeting with Reggie Amidon of Thermal House, Inc., specifically to review work remaining to be done under contract for insulating the Town Hall, and to assess responsibility for the dust and dirt in Town Hall that needed to be cleaned up. According to DeSiervo, Amidon did not believe that there was any correlation between that dirt in the building, and especially in the heating ducts, and the insulating project, but suggested most was soot from the furnaces.

Thermal House will return to finish sealing the ductwork. At a later date, a specialist will advise the Town on how to move the pulleys that guide the ropes on the stage curtains and Thermal House will insulate around these.

Hunt was instructed to contact Kearley Fuel Service to clean or replace the Town Hall furnace filters and check the heat exchangers.

7. Correspondence: Harris made a motion: **To approve the Grace Cottage Hospital request to use the Town Common on August 6, 2011, for the Hospital Fair,** seconded by Ovenden, and carried by those present.

The Board then reviewed three estimates received by the Town Clerk for cleaning the Town Hall prior to Town Meeting, and, following brief discussion, Harris made a motion: **To contract with Mastaler Cleaning to clean the Town Hall for \$1,040.00, per quotation dated January 26, 2011,** seconded by Charles, and carried by those present.

Charles then made a motion: **To authorize Ovenden to contract to have the plaster walls in the meeting room in Town Hall, that were drilled through by Thermal House for insulating, repaired and painted for a sum not to exceed \$500.00,** seconded by Ovenden, and carried by those present.

8. Old Business:

Town Meeting: Ovenden reported that Grace Cottage Hospital would be providing lunch at this year's Town Meeting.

9. New Business: None at this time.

10. Executive Session: Charles made a motion: **To enter into Executive Session to discuss personnel matters at 8:45 p.m.,** seconded by Harris, and carried by those present.

The Board returned from Executive Session at 9:10 p.m., and as a result, Harris agreed to ask Hunt to compile a list of directives given to the Highway Department by the Select Board, as were of record within the Select Board's Minutes, and Harris then made a motion: **To prohibit the dispensation of Town fuel into any personal vehicle, and require requests for compensation for the use of personal vehicles to be submitted for approval at the established mileage reimbursement rate,** seconded by Charles, and carried by those present.

11. Next Meeting: BCA Meeting: February 16, 2011 at 5:00 p.m.

Regular Meeting: February 21, 2011 at 6:00 p.m.

Pre-Town Meeting: February 21, 2011 at 7:00 p.m.

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

Respectfully submitted

Craig K. Hunt, administrative assistant