

approved: 04/04/11

Townshend Select Board Minutes

March 22, 2011

Present:

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

In Attendance: Joe Daigneault; Kurt Bostrom; David Dezendorf; Brad Horn; Deputy LaFlame; Warren Beattie; Craig Hunt

1. Call to Order: Harris called the meeting to Order at 6:07 p.m.

2. Approval of Minutes: Harris made a motion: **To approve Minutes of March 7, 2011, as corrected, and approve the Special Meeting Minutes of March 16, 2011, and the Special Meeting Minutes of March 21, 2011,** seconded by Ovenden, and carried by those present.

3. Additions and Deletions: Consideration of a contract with Bartlett Tree Service, and consideration of changing the name on the Town's e-mail listserve was added to New Business.

4. Warrants: Bills made a motion: **To approve the Warrants of March 22, 2011,** seconded by Ovenden, and carried by those present.

General Fund	\$ 20,997.79
(inc. \$ 8,075.00 insurance)	
(inc. \$ 3,435.05 WSWMD)	
Highway Department	\$ 31,414.61
(inc. \$10,786.50 for sand)	
(inc. \$ 5,617.43 for salt)	
(inc. \$ 5,906.00 pressure washer)	
Payroll	\$ 19,645.17

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

Bookkeeper's / Treasurer's Report: Daigneault reported that approximately \$280,000 was held in the checking account, and requested that the Board instruct him

to invest some of the \$78,000 in the RDAG funds in a certificate of deposit. By general consent, the Board instructed the Treasurer to invest RDAG funds in a certificate of deposit.

Highway Foreman's Report: Bostrom reported that everything was running well, and that Requests for Proposals on the Windham Hill work were being prepared.

Following discussion with Bostrom about a draft Goods and Services Purchase Policy, which Ovenden had previously presented to Board members for review, Ovenden made a motion: **To adopt the Goods and Services Purchase Policy, as modified**, seconded by Harris, and carried by those present.

Bostrom then informed the Board that specifications for a new highway truck were being drawn up, and that bids would be going out in the next few weeks. Hunt was instructed to work with Bostrom and Ellison to make sure that the application to the Vermont Equipment Loan Fund was submitted before the April 15th deadline.

Townshend Fire Department Report: None at this time.

Law Enforcement Report: Deputy Jody LaFlame introduced himself and briefed Board Members on his taking over for Deputy Rod Inman. He requested that Townshend provide him with office space, if possible, and Harris said that the Board would take it under consideration.

Harris then requested that the Rules be Suspended in order to recognize Members of the Public, and the Board agreed by general consent.

6. Members of the Public: Brad Horn, one of Townshend's two Windham Regional Commission Representatives, introduced himself to the Board, and discussed issues before the Commission.

Warren Beattie was then recognized and agreed to provide the Board with a quotation on a fire alarm system for the Town Hall, and a quotation for upgrading the service panel on the Town Common to meet Code requirements.

Emergency Management Director's Report: Dezendorf presented the Board with the Townshend's revised Emergency Plan, and Harris made a motion: **To adopt the Basic Emergency Operations Plan**, seconded by Ovenden, and carried by those present.

Dezendorf then provided the Board with an Emergency Management Appointment and Declaration of Authority form,

and Harris made a motion: **To appoint David Dezendorf as Townshend's Emergency Management Director, and appoint Steve Ovenden, Ryan Hockertlotz, and Gaila Gulack as Townshend's Emergency Management Deputies**, seconded by Bills, and carried by those present. Harris then signed the form.

7. Correspondence: The Board reviewed a proposal from Bartlett Tree Service, and Russ made a motion: **To contract with Bartlett Tree Service to fertilize the trees on Townshend Common**, seconded by Bills, and carried by those present.

The Board then reviewed and signed liquor and tobacco sales license applications.

8. Old Business: The Board briefly discussed the need to appoint Auditors to serve the Town, and members agreed to continue contacting possible candidates.

Harris nominated Ovenden to serve the Select Board as co-liaison with Bills to the Highway Department, approved by general consent of those present.

Bills made a motion: **To appoint all Town Officers to serve for the coming year, as presented on a list, and request Hunt to publicly Post the list of appointments and publish it in the Minutes of the meeting**, seconded by Harris, and carried by those present.

9. New Business: Board members briefly discussed changing Townshend's selectlist@townshendvt.net service to a different name, and making this e-mail contact service of greater utility.

10. Executive Session: None at this time.

11. Meeting Schedules:

Regular Meeting: April 4, 2011 at 6:00 p.m.

12. Adjournment: Bills made a motion: **To adjourn at 9:02 p.m.**, carried by those present.

Respectfully submitted,

Craig K. Hunt
administrative assistant

2011-12 Town of Townshend Appointed Officers

Position:	Term:	
911 Coordinator	2012	Carole Melis
911 Fire Dept. Liaison	2012	Michael Charles
Cell Tower	2012	Phillip Trevorow
Council on Aging Coordinator	2012	Michael Charles
Emer. Mgmt Coordinator	2012	Craig Hunt
Energy Coordinator	2012	Janet Stowell
FEMA Administrator (Flood)	2012	David Dezendorf
Fence Viewer	2012	Clay Turnbull
Health Officer	2012	Select Board
Deputy Health Officer	2012	Douglas Ballantine
Howard Legacy	2012	Amon DeWitt
Inspector of Shingles	2012	Craig Hunt
Inspector of Wood & Timber	2012	Tim Shafer
Planning Commission	2014	Craig Hunt
	2014	Carole Melis
	2015	Ellen Fuller
	2012	Ernest Redfield
Pound Keeper	2012	David Fontaine
Recreation Committee	2012	Otto Tarbell
	2014	Stanley Holt
	2015	Robert DeSiervo
	2012	John Evans
	2012	Sue LeCours
	2012	Art Monette
Rescue Inc.	2012	Mitchell Putnam
Social Services Screening	2012	Paul Paytas
Business Loan Committee	2012	Greg Morrow
		Paula Newton
Town Service Officer	2012	Ryan Hockertlotz
Tree Warden	2012	Margaret Bills
Valley Cares Board	2012	Ellie Lemire
Vermont State Police Liaison	2012	Barbara Bedortha
Visiting Nurse Assoc.	2012	Carole Melis
Weigher of Coal	2012	Sally Winchester
		Heidi Russ
		Carl Steiner
		Margaret Bills
		Luke Evans
		Mary Morgan
		Joseph Daigneault
		Margaret Bills
		James Newton
Windham Regional Com.	2012	Clay Turnbull
Windham Regional - Traffic	2012	Brad Horn
Windham Solid Waste Mgmt.	2012	John Evans
		Irvin Stowell
		Bruce Bills