

approved: 05/02/11

Townshend Select Board Minutes

April 18, 2011

Present:

Select Board: Hedy Harris; Bruce Bills; Steve Ovenden; Ryan Hockertlotz

In Attendance: Joe Daigneault; Kim Ellison; David Dezendorf; John Michael & Alice Muise; Dale Davis; Irvin Stowell; Rick Hege; Becky Nystrom; Warren Beattie; Craig Hunt

1. Call to Order: Harris called the Meeting to Order at 6:28 p.m.

2. Approval of Minutes: Harris made a motion: **To approve Minutes of April 4, 2011**, seconded by Ovenden, and carried by those present.

3. Additions and Deletions: Posting of Jordan Road was added under New Business.

4. Warrants: Bills made a motion: **To approve the Warrants of April 18, 2011**, seconded by Hockertlotz, and carried by those present.

General Fund	\$ 12,448.55
Highway Department	\$ 17,606.91
Payroll	\$ 12,614.00

5. Reports: Website Manager's Report: Rick Hege was welcomed by the Board and reported upon setting up the town@townshend.net e-mail list service, recommending that the Board consider establishing protocols for its use.

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

Bookkeeper's / Treasurer's Report: Ellison reported on property tax payments to date, and Daigneault requested that the money in the Moseley Fund be placed in a one-year certificate of deposit in order to earn some interest. Hockertlotz made a motion: **To instruct the Treasurer to put the Moseley Funds into a one-year CD**, seconded by Ovenden, and carried by those present.

Highway Foreman's Report: Bostrom presented the Board with the two bids he had received for a new highway

Department truck cab and chassis, only. He then presented the Board with four bids received for the fabrication of the dump body, installation of the hydraulic controls and the plow frame. After lengthy discussion, the Board decided upon accepting the lowest bidders, and Hockertlotz made a motion: **To purchase a new Freightliner truck from L. & B. for \$93,209.00, and to contract for fabrication work from TENCO at \$54,753.00, contingent upon the Town receiving approval of a loan from the Vermont Equipment Loan Fund**, seconded by Ovenden, and carried by those present.

Bostrom informed the Board that it would take about twelve weeks from the time of ordering to receive the truck, and another eight to ten weeks for the fabrication work to be done.

Board members then discussed with Bostrom the Job Description for Highway Employees draft. Some minor changes were suggested and agreed upon, and Harris made a motion: **To approve the Job Description for Highway Employees, as corrected**, seconded by Ovenden, and carried by those present.

Bostrom then informed the Board that five requests for bids had been sent out regarding work to be done on Windham Hill Road, but as only two had been returned, he would prefer to wait until the next meeting before recommending a contractor. He also said that he would like to apply for up to \$160,000 in paving funds for Windham Hill, as the \$40,000 grant which the Town had received was only to be used for the drainage and road repair work. Harris made a motion: **To authorize the Highway Foreman to apply to the Agency of Transportation for a Class 2 Highway paving funds**, seconded by Ovenden, and carried by those present.

Briefly discussed were physical conditions at the Town Garage which Josselyn Brothers needed to be informed about, and Hunt was requested to draft a letter.

Townshend Fire Department Report: The Board reviewed with Dale Davis a bid received for repair work to be done on the Fire Station roof, and again discussed having a committee form to oversee the project.

Delinquent Tax Collector's Report: Becky Nystrom was welcomed and informed the Board she was working with attorneys on four or five properties that were being considered for a delinquent tax sale.

Emergency Management Director's Report: Dezendorf provided the Board with updates on his efforts to

coordinate emergency plans with West River Senior Housing, the Town Highway and Fire Departments. He also expressed, from discussions with Fire Department personnel, the need for weight-load assessments of private bridges that responders would have to cross in an emergency.

Law Enforcement Report: None at this time.

6. Members of the Public: Warren Beattie briefly discussed the need for any fire alarm system at the Town Hall to meet State codes. He then presented the Board with a proposal to upgrade the service panel located on the Town Common, and Ovenden made a motion: **To contract with Beattie Electric to upgrade the service panel on the Town Common for an amount not to exceed \$805.00**, seconded by Hockertlotz, and carried by those present.

7. Correspondence: Following review of an announcement from Windham Solid Waste Management regarding upcoming hazardous waste collection dates, Hunt was requested to begin posting public Notices in the glass case on the Town Hall porch.

8. Old Business: Harris made a motion: **To approve a proposed Townshend Stop Sign Ordinance**, seconded by Hockertlotz. The vote failed to carry by those present.

9. New Business: Hockertlotz suggested that the Board consider having Jordan Hill Road Posted to prevent emergency personnel from having to respond to stranded travelers.

Hockertlotz also requested that the Board continue to review the Memorandum of Understanding necessary for a road maintenance mutual aid agreement.

10. Executive Session: None at this time.

11. Meeting Schedules: Next Meeting: May 2nd at 6:00 p.m.

12. Adjournment: Hockertlotz made a motion: **To adjourn at 9:10 p.m.**, carried by those present.

Respectfully submitted,

Craig K. Hunt
administrative assistant