

approved: 07/05/11

## **Townshend Select Board Minutes**

### **June 20, 2011**

**Present:**

**Select Board:** Hedy Harris; Jeff Russ; Bruce Bills

**In Attendance:** Joe Daigneault; Kim Ellison; David Dezendorf; Craig Hunt

**1. Call to Order:** Harris called the Meeting to Order at 6:05 p.m.

**2. Approval of Minutes:** Harris made a motion: **To approve the Minutes of June 6, 2011, as corrected**, seconded by Russ, and carried by those present.

**3. Additions and Deletions:** Harris requested a brief discussion about the Personnel Policy be added to Old Business.

**4. Warrants:** Bills made a motion: **To approve the Warrants of June 20, 2011**, seconded by Harris, carried by those present.

<b>General Fund</b>	<b>\$ 4,520.60</b>
(includes \$9,211.09 tax refunds)	
<b>Highway Department</b>	<b>\$ 38,967.54</b>
(includes \$16,008.21 Windham Hill)	
(includes \$15,519.60 Backhoe loan)	
(includes \$ 3,290.29 T-7 repairs)	
<b>Payroll</b>	<b>\$ 12,858.00</b>

**5. Reports: 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 that Townshend had received approval from the Vermont Equipment Loan Fund for the purchase of the new Freightliner, to replace T-4.

**Highway Foreman's Report:** The Board received a written report from Bostrom outlining projects the Highway Department had planned for the next few weeks.

Bills made a motion: **To authorize the chair to sign the contract for paving Windham Hill Road with Springfield Paving**, seconded by Russ, and carried by those present.

Following brief discussion, Harris made a motion: **To contract with Bruce Orchitt for roadside mowing for an amount not to exceed \$6820.00**, seconded by Russ, and carried by those present.

**Townshend Fire Department Report:** Russ reviewed the bids received from contractors for basic repairs to the the Townshend Fire Station, and those bids for additional work that might be done. As not all were complete, Russ agreed to speak with one of the contractors and formally present all of the bids at the next Board meeting.

The Board reviewed two bids received to remove trees at the Fire Station, and Harris made a motion: **To contract with Turner and Renaud for removal of trees and grinding of stumps, for an amount not to exceed \$2000.00**, seconded by Russ, and carried by those present.

**Emergency Management Director's Report:** Dezendorf presented the Board with a copy of E-911 maps he had made for emergency personnel to more quickly locate addresses. He then updated the Board regarding the ordering of pagers, and discussed portable radios, radio repeater sites, and estimates for running shuttle buses during major events held on the Town Common for people parking at the Leland & Gray ball field and, possibly, at Taft Meadows.

Dezendorf requested installing a cell phone service extender in the Town Hall at a cost of around \$300.00, and provided an update of on-going discussions about Memoranda of Understandings for sharing assets and resources in emergencies.

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

**6. Members of the Public:** None at this time.

**7. Correspondence:** None at this time.

**8. Old Business:** Board members discussed the proposed fire alarm system for Town Hall and the need for some additional work recommended by the State Fire Marshall that would need to be done. Russ made a motion: **To contract**

with Countryside for the installation of a fire alarm system at the Town Hall, per specifications presented by Countryside, and for an amount not to exceed \$4220.00, seconded by Harris, and carried by those present.

Harris requested that Board members review proposed changes to the Personnel Policy, and come to the next meeting prepared to discuss adopting the modifications.

9. **New Business:** None at this time.
10. **Executive Session:** None at this time.
11. **Meeting Schedules:**  
Regular Meeting: 7/05/11 at 6:00 p.m.
12. **Adjournment:** Bills made a motion: **To adjourn at 8:06 p.m.**, carried by those present.

Respectfully submitted,

Craig K. Hunt, assistant