

approved February 6, 2012

**Townshend Select Board  
Minutes  
January 16, 2012**

**Present:**

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

**In Attendance:** Kim Ellison; Joe Daigneault; Charles Marchant; Deputy Fellows; Kurt Bostrom; Ryan Hockertlotz; Bob DeSiervo; Mike Bills; Robin O'Neill; Susanna Palmer; Richard Lucier; Craig Hunt

**1. Call to Order:** Harris called the Meeting to Order at 6:04 p.m.

**2. Approval of Minutes:** Bills made a motion: **To approve the Minutes of January 2, 2012**, seconded by Ovenden, and carried by those present.

**3. Additions and Deletions:** A request from Lisa's Love to use the Town Hall again was added to Correspondence.

**4. Warrants:** Harris made a motion: **To approve the Warrants of January 16, 2012, withholding an itemized charge for \$75.00 from Salmon & Nostrand.** Discussion followed, and Dezendorf amended the main motion: **to include withholding payment for Highway Department speed limit signs until verified by the Highway Foreman**, and Harris then amended the main motion: **to withhold payment for fabrication costs on the new truck until that could also be verified by the Highway Foreman.** The motion, as amended, was seconded by Dezendorf, and carried by those present.

<b>General Fund</b>	<b>\$ 16,349.01</b>
<b>Highway Department</b>	<b>\$ 141,696.05</b>
<b>Payroll</b>	<b>\$ 13,530.06</b>

**5. Reports: Law Enforcement Report:** Deputy Fellows reported that the 2-hour parking Ordinance at the Town Common would begin to be enforced as soon as the Town received printed tickets for her to issue. The Town Clerk has these municipal tickets on order. The fine for parking in excess of the time limit at the Town Common is \$20.00, and Fellows reminded the Board that the 2-hour parking

limitation along Route 35 cannot be enforced until the signs are put up again.

Fellows also informed the Board that 91 speeding tickets had been written in the past month, totaling approximately \$15,000.00 in fines from which the Town could expect to receive around \$9,000.00 in revenue.

Dezendorf asked to have the Sheriff's Department enforce the parking ban on Town sidewalks, and Fellows said that though she would review the 2003 Ordinance, that municipal officers may also exercise their authorities to have vehicles violating that Ordinance towed.

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

**Bookkeeper's / Treasurer's Report:** Ellison reported that property tax receipts were now about 4.0% outstanding for the First Quarter, and 6.0% for the Second Quarter payments. She then informed the Board that she would be meeting with the Highway Foreman and FEMA on Wednesday to turn over the final forms prepared in the wake of tropical storm Irene.

Ellison then relayed that individual property tax bills, formally public information, are no longer accessible to the public, since they may contain personal financial and other restricted information. Brief discussion followed in clarification that property valuations remain a matter of public record, but that information that formulate or summarize anyone's actual tax, is not.

**Highway Department Report:** Bostrom verified that the 35 mph speed limit signs for State Forest and West Hill Roads had been received, as ordered, and the Board instructed the Treasurer to pay that invoice. Asked when those signs might be installed, Bostrom indicated that with the ground now frozen, installation would have to wait.

Bostrom then reported that the new plow truck had been delivered and was in daily use, certifying that payment to Tenco for fabrication work was acceptable. Problems that still remained were scheduled to be corrected. The Board then asked Ellison to re-calculate the final amount owed to Tenco under the terms of the contract, which stipulated that a cost-reduction fee would be incurred for late delivery, and instructed the Treasurer to pay the re-figured invoice.

Bostrom updated the Board on status of the fleet, including brake repairs to T-7 and tie-rod replacement, realignment and new front tires on T-8.

Lengthy discussion then ensued regarding the Dam Road culvert, with Bostrom confirming that the projected schedule for culvert arch delivery was still the first week of February.

Estimates from Beck for services as the project's General Contractor were briefly discussed, and Ovenden instructed Bostrom to tell Beck to proceed with drafting, soliciting and reviewing bids from sub-contractors for the culvert foundation and installation work, emphasizing the need for expediency.

**Townshend Fire Department Report:** Dezendorf, Ellison and Marchant engaged in lengthy discussion about Workers Comp Insurance coverage for named firefighters on the roster, and, in particular, the lack of any coverage, and the potential liabilities, for volunteers who respond to help out at scenes of emergencies. Marchant suggested that maybe a waiver of liability be available for volunteers to sign. Discussion on this issue will continue at a later date.

Dezendorf reminded the Board that repair work which the Highway Department was supposed to do on the fire pond at the foot of Peaked Mountain Road was still undone, and Russ mentioned that the culvert underneath the parking lot across from Grace Cottage Hospital, which needed to be upgraded, had been on the project list for close to a decade.

**Emergency Management Director's Report:** Dezendorf again informed the Board of his continuing work on stream mitigation plans, of meetings with local schools, emergency personnel, and Emergency Management Deputies.

#### **6. Members of the Public:**

Marchant relayed to the Board a request from the Townshend Historical Society that attention be paid to the historic stone-arch bridges, which are in need of repair. Dezendorf said that a full assessment of these bridges was to be undertaken as part of the stream mitigation work.

Ovenden made a motion: **To request that the Townshend Historical Society conduct research into any grant funding that might be available for the repair and preservation of Townshend's historic stone arch bridges,** seconded by Dezendorf, and carried by those present.

Hunt was instructed to draft a letter to the Townshend Historic Society conveying this request.

Marchant also spoke of the need to define the corridor and obtain legal permission to access the Holland Bixby/Brigham Cemetery, the Taft Cemetery and the Howe Cemetery, all of which are on private lands.

Following brief discussion, Dezendorf made a motion: **To have the Select Board begin work on obtaining public access rights to the Holland Bixby/Brigham, Taft and Howe cemeteries**, seconded by Harris, and carried by those present. Harris offered to begin the work on this with records previously presented to the Board by Marchant.

Listers Bills, Lucier, Palmer and O'Neill discussed with the Select Board the scope of the upcoming town-wide reappraisal mandated by the State, the failure to comply with the State's demand for submission of a plan, and the need to contact and interview more than one reappraisal firm.

Lucier felt that whoever was contracted to conduct the reappraisal should take on the full responsibility of the task. Bills expressed the need for the Listers office to be involved in the process, and O'Neill believed that maximizing Lister involvement could save on municipal expense.

Discussion continued about a proposal received by the Select Board from New England Municipal Consultants, with no action taken.

**7. Correspondence:** Harris made a motion: **To approve the request from Lisa's Love, (Mommy's Marketplace), for use of the Townshend Town Hall on [redacted] and with the restriction that no cars be driven on the sidewalk**, seconded by Dezendorf, and carried by those present. Hunt was then instructed to contact Judy Holden of Lisa's Love.

A letter copied to the Board of Health from Deputy Health Officer Craig Hunt, addressed to a resident following a complaint about a large pile of trash was reviewed, with no action taken by the Board at this time.

A proposal from Bartlett Tree Co., for fertilizing the trees on Townshend Common this spring, was reviewed, and Ovenden made a motion: **To contract with Bartlett Tree Co. to fertilize the trees on Townshend Common for a sum not to exceed \$610.00**, seconded by Harris, and carried by those present.

**8. Old Business: Townshend Sno-Goers:** Dezendorf made a motion: **To grant the permission requested by the**

**Townshend Sno-Goers to cross Town Roads at locations and for purposes identified and permitted in previous years, and with appreciation for the Townshend Sno-Goers offer to assist in emergency management operations, seconded by Harris, and carried by those present.**

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

**10. Executive Session:** At 8:57 p.m., Dezendorf made a motion: **To enter Executive Session to discuss personnel matters.**

The Board returned from Executive Session at 9:17 p.m., and as a result, no action was taken.

**11. Meeting Schedules:**

Townshend Dam Hazard: January 23rd @ 6:30 p.m.

Ancient Roads Hearing: January 30th @ 7:00 p.m.

Select Board Meeting: February 6th at 6:00 p.m.

**12. Adjournment:** Bills made a motion: **To adjourn at 9:26 p.m.,** carried by those present.

Respectfully submitted:

Craig K. Hunt, assistant