

approved 01/07/13

## **Townshend Select Board**

### **Minutes**

**December 17, 2012**

**Present:** Select Board: Hedy Harris; David Dezendorf; Jeff Russ; Chad Greenwood;

**In Attendance:** Kim Ellison; Joe Daigneault; Bob DeSiervo; Richard Melanson (BCTV); Craig Hunt

**1. Call to Order:** Harris called the Meeting to Order at 6:02 P.M.

**2. Approval of Minutes:** Dezendorf made a motion: **To approve the Minutes of December 3, 2012**, seconded by Greenwood and carried by those present.

**3. Additions and Deletions:** Single Audit required by FEMA was added under Old Business and Ancient Roads, Cemetery R.O.W.'s and Town Meeting WARNING were deleted from the Agenda.

**4. Warrants:** Greenwood made the following motions to approve the Warrants, all seconded by Russ:

**WARRANT 1217-4 Highway \$664.86**, carried by those present.

**WARRANT 1217-5 Equipment \$15,400.84**, carried by those present.

**WARRANT 1217-6 FEMA Fund \$2,499.65**, carried by those present.

**WARRANT 1217-2 General \$2,695.37**, carried by those present.

**WARRANT 1217-1 Payroll \$6,903.72**, carried by those present.

**WARRANT 1217-3 General \$20,847.18**, carried by those present with one abstention.

**5. Reports: Highway Department Report:** Dezendorf reported that the fuel gauge in T-8 was not working and that some applicants who did not receive the Highway employee position were being trained for stand-by duties, including flagging and plowing. The culvert and sign inventories are being looked over and readied for upload into the State database.

**Law Enforcement Report:** Nothing official at this time. Dezendorf agreed to contact Constable Novick to inquire about his residency status.

**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 spoke of drafting a summary of the Town's recent history with FEMA for the Annual Town Report and how the lack of full reimbursement factors into next years budget. If the surplus being reported for FY-11 can be used to offset the FEMA deficit, she explained, then the actual budgetary increase for FY-13 will be quite minimal.

Discussion ensued about accounting procedures, capital reserve accounts and needed infrastructure investments.

Ellison further reported that tax receipts were generally as expected and that there'd been an unexpected receipt of \$7,000 for the core of the road grader's transmission.

**Emergency Management Director's Report:** Dezendorf provided a brief update about the on-going tabletop exercise involving Townshend's schools, local government and law enforcement officials and medical responders. He also informed the Board of his efforts to secure radios for Highway Department flaggers that would also serve in emergency situations.

**Delinquent Tax Collector's Report:** Not at this time.

**6. Members of the Public:** Bob DeSiervo was welcomed and spoke at length about the need to replace the Town Hall heating system. He advised the Board to review mechanical studies already done – studies that recommended retaining the forced hot air system. He agreed with Russ and others that the biggest drawback was the inefficiency of the present ductwork, but felt that minor modifications could be cost effective. He also agreed, in principle, that a high-efficiency propane system would be ideal, though more for forced air than for hot water, and felt that engineering studies should be undertaken and that the Division for Historic Buildings should be consulted prior to making any decisions.

DeSiervo, additionally, reminded the Board of other pressing needs in the Town Hall which should compete for any funding, suggesting that the heating system be looked at as necessary replacement and modification of existing components rather than as an opportunity for an entirely new and very expensive upgrade.

**7. Other Business: School Funding:** Greenwood made a motion: **To approve WARRANT 1217-7 in the amount of \$501,067.75**, seconded by Dezendorf and carried by those present.

**8. Correspondence:** Dezendorf read a letter sent from the Vermont League of Cities and Towns expressing appreciation for Townshend's membership in the PACIF Insurance Group.

**9. Old Business: East Hill Road:** Dezendorf reported that the project change order had been finalized in the amount of \$318,000 and had been submitted for approval. Dezendorf also made a motion: **To have the Chair sign the State of Vermont Sub-Grant Agreement for an extension of time for this project**, (until September 1, 2014), seconded by Greenwood and carried by those present. Harris then signed the Agreement.

**Winter Maintenance Policy:** Board members discussed the proposed policy and provided Dezendorf with corrections and amendments.

**Windham County Humane Society Contract:** After brief review by the Board, Greenwood made a motion: **To enter into a contract with the Windham County Humane Society for Animal Holding until the June 30, 2013**, seconded by Dezendorf and carried by those present.

**Conflict of Interest Policy:** Board members discussed the proposed policy and provided Dezendorf with corrections and amendments.

**Single Audit Required by FEMA:** Ellison reminded the Board that a single audit is required to be completed by March 31, 2013, and offered to send out a Request for Proposals to various auditing firms. By general consent, the Board agreed that she should do so.

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

**10. Meeting Schedules:**

**Special Meeting:** December 18, 2012 @ 1:00 P.M.

**Budget Workshop:** January 3, 2013 at 5:30 P.M.

**Regular Meeting:** January 7, 2013 at 6:00 P.M.

**11. Adjournment:** Russ made a motion: **To adjourn at 9:01 P.M.**, seconded by Russ and carried by those present.

Respectfully submitted,

Craig K. Hunt, assistant