

approved: 06/18/12

**Townshend Select Board
Minutes
June 4, 2012**

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

In Attendance: Kim Ellison; Joe Daigneault; Kurt Bostrom; Cynthia Davis; Mary Merrill; Bob DeSiervo; Jon Michael Muise; Lloyd Church; Michael Charles; Richard Melanson, (BCTV); Craig Hunt

1. Call to Order: Harris called the Meeting to Order at 6:01 P.M.

2. Approval of Minutes: Martin made a motion: **To approve the Minutes of May 21, 2012, as corrected to** seconded by Dezendorf, and carried by those present.

3. Additions and Deletions: Harris requested the addition of Ancient Roads to Old Business.

4. Warrants: Dezendorf made a motion: **To approve the Warrants of June 4, 2012,** seconded by Russ. Ellison explained that 20% of the legal recording fees collected by the Town Clerk was allocated to records preservation. Following discussion about the \$900.00 culvert return freight charge from Contech, the motion was amended by Dezendorf: **To approve the Warrants of June 4, 2012, excluding the \$900.00 freight charge from Contech,** seconded by Russ. Both the amendment and the main motion was then carried by those present.

General Fund	\$ 138,195.43
(inc. \$74,982.65 to D.O.E.)	
(inc. \$50,000.00 to T.E.S.)	
Highway Department	\$ 2,433.24
Payroll	\$ 15,426.67

5. Reports: **Highway Department Report:** Bostrom informed the Board about three culvert replacements on Route 35 and that six to eight more were going to be needed. He said that he had finished the draft Request for Paving Proposal and was working with Windham Regional to complete the sign and culvert inventories. Greenwood asked

about crushing gravel and Bostrom believed that would have to wait until next year.

Discussion then focused on East Hill Road, and Bostrom relayed that the FEMA representative had projected a cost of around \$209,000. Martin expressed concern about the engineering criteria that FEMA based its projections upon and Dezendorf said while the road standards which were adopted by the Town in 1999 would have to be met, no engineering studies for the work on East Hill had yet been done. Bostrom said that he would contact Steven's and Associates to have the engineering studies begin. Martin reminded the Board about FEMA deadlines and the need to have all parties in agreement with the scope of the project to avoid considerable problems.

DiSiervo asked about Beck Engineering's role in the Dam Road culvert project, and Bostrom explained that Beck worked with ANR to generate the design which FEMA was now questioning. Dezendorf agreed to follow up on the appeal to FEMA for full payment on this project and Ellison relayed that though Townshend wasn't alone in appealing FEMA's decisions regarding ANR's engineering demands, progress was being made to recover the Town's costs.

Merrill complained that Stone Arch Way had not been graded in more than two years and Bostrom agreed to have that done.

Harris congratulated Bostrom on successfully completing ICS 200 training and presented him with the Certificate of Completion.

Greenwood then made a motion: **To enter executive session to discuss personnel matters with Bostrom at 6:42 P.M.**, carried by those present.

The Board returned from Executive Session at 7:13 P.M., and as a result, Greenwood, Dezendorf and Daigneault are scheduled to hold a meeting with the Highway Department crew on Thursday morning, June 7th, to list work priorities.

Law Enforcement Report: Sheriff: None at this time.

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 Townshend had received \$407,767.37 in reimbursement from FEMA for some of the Irene-related projects. She also reported that about \$192,000 had not yet been collected in FY 2011-12 property taxes, with more than 10% outstanding from just the fourth quarter. The \$75,000 payment to

D.O.E., due on June 1st, Ellison said would be going now that the Warrant had been signed, but the State had threatened to charge an interest penalty.

Emergency Management Report: Dezendorf informed the Board that the Grace Cottage Hospital Tour de Grace had been cancelled, and discussion ensued regarding the need to determine the level to which municipal officials should be involved in functions not specifically sponsored by the Town. The Select Board, Dezendorf said, perhaps through the efforts of the Emergency Management team, had to assure that any events which occurred on Town property, including roadways, met public safety standards, and members of the Board agreed that this issue required more-thorough examination at another time.

6. Members of the Public:

Southern Vermont Trail Riders Association: Harris informed Muise, Charles and Church that the Board had spoken with the Highway Foreman and he approved of the Select Board granting permission to the Trail Riders to use the requested Town roads, saying that they did a great job of keeping trails cleared off of Town roads. Russ asked whether activities were subject to any curfew, and Church explained that there would be no night riding, unless part of a special and pre-planned function. Greenwood asked about the Town's liability if there were an accident, and Church explained that the Association, through VASA, had one-million dollar liability and two-million dollar litigation insurance coverage. DiSiervo asked if the Town would be named as the insured under the policy, and Board members agreed that Church should look into this.

Charles suggested that the Town could set use requirements, and Church promised that the Association would provide any necessary signage.

Martin then made a motion: **To grant permission for one year to the Southern Vermont Trail Riders Association, and VASA, to use ATVs on portions of Robin Hill Road, Winslow Drive, Steifel Road and Simpson Brook Road as specified in a Memorandum of Understanding or Letter of Agreement acceptable to the Board Chair,** seconded by Greenwood and carried by those present.

Town Hall Renovation Committee: Garfield and DiSiervo discussed with Board members the need for the fire doors in the Town Hall hallway, and the costs, and Garfield explained that the architect had completed the engineering studies necessary and could prepare a draft Request for Bid

Proposals quickly. Martin then made a motion: **To authorize Tiz Garfield to have architect Wesner proceed with preparing a draft Request for Bid Proposals, and, if possible, provide the Select Board with contractor recommendations**, seconded by Dezendorf and carried by those present.

Discussion continued about the need to make the main doors to the Town Hall and the proposed hallway fire doors handicap accessible, and Martin made a motion: **To authorize Tiz Garfield to have architect Wesner prepare a draft Request for Bid Proposal for automatic opener/closers for the main and fire doors at Town Hall**, seconded by Dezendorf and carried by those present.

7. Correspondence: Dezendorf made a motion: **To have the Select Board approve and have the Chair sign an agreement for use of the Marshall Swift appraisal tables until June 2013**, seconded by Martin and carried by those present.

8. Old Business: Unlicensed Dog Warrant: Following discussion, Dezendorf made a motion, **To have the Select Board sign the Warrant instructing the Town's Constables to impound and destroy unlicensed dogs in the municipality**, seconded by Greenwood and carried by those present. The Warrant was then signed by three of five Select Board members present.

Manning Road Trash: In response to an offer by Linda Cyrz to clean up trash on Manning Road, Dezendorf reported that the Highway Crew was not able to identify any trash in the Town's right-of-way on Manning Road.

Fire Department: Dezendorf agreed to prepare draft Requests for Proposals for the furnace work and oil tank removal at the Fire Station for the Select Board to consider at the June 18th meeting.

Asset Accountability: No action at this time.

Fuel Metering: No action at this time.

Scott Bridge: Greenwood informed Board members of a meeting in Montpelier on July 12th by AOT to discuss Scott Bridge.

Blue Heron Hydro: No update on the Blue Heron hydro-electric project at Townshend Dam at this time.

Ancient Roads: Harris presented a proposed schedule to visit ancient roads and unidentified corridors and hold a public Hearing. Following discussion, Hunt was instructed to send out notices to abutters regarding the site visits and publish an announcement of the Public Hearing.

On July 15th, at 10:00 A.M., the Select Board will visit, in the order presented: Fessenden Cemetery Road; Barber Road; Gale Road; School House Road; Fisher Road; and Round Hill Cemetery Road.

On July 22nd, at 10:00 A.M., the Select Board will visit, in the order presented: Greenwood Drive; Phoenix Way; Top Notch Farm Lane; and Riverdale Road.

On July 30th, at 6:00 P.M., the Select Board will hold a Public Hearing on these and the roadways previously visited on the Melis/Bills properties; Eastwood/Charles properties; Thompson properties; and Steifel Road.

9. New Business:

Listers Office Appointment: The Select Board reviewed the one letter of interest received, and Martin made a motion: **To appoint, until March 2013, Paula Newton to fill the vacancy on the Board of Listers created by the resignation of Susanna Palmer**, seconded by Russ and carried by those present.

Farmer's Market Request: Martin made a motion, **To grant permission to the Townshend Farmer's Market to post its dates of business on the Townshend webpage**, seconded by Harris and carried by those present.

The Board also discussed the Garland cookstove in the Town Hall kitchen and decided that it was surplus to the Town, instructing Hunt to post a NOTICE that the Select Board like to receive public bids on that stove until July 2, 2012.

10. Executive Session: None at this time.

11. Meeting Schedules:

Select Board Meeting: June 18, 2012 at 6:00 P.M.

12. Adjournment: Dezendorf made a motion: **To adjourn at 9:03 P.M.**, carried by those present.

Respectfully submitted:
Craig K. Hunt, assistant