

approved: 08/06/12

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

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

In Attendance: Kim Ellison; Joe Daigneault; Richard Melanson, (BCTV); Mike Faher (Brattleboro Reformer); 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 July 2, 2012, as corrected**, seconded by Harris, and carried by those present.

3. Additions and Deletions: An announcement of contract awards for paving and gravel crushing was moved to Old Business, and awarding the Fire Pond repair contract, as well as opening roadside mowing bids, was put under New Business. Utility pole flags and Town Hall Policy were also added to New Business.

4. Warrants: Greenwood made a motion: **To approve the Warrants for July 16, 2012, withholding payment of the bill to John Deere Leasing on the close-out payment for the backhoe until the final figure could be confirmed**, seconded by Russ. Discussion about the \$900.00 return freight bill to Contech followed with Martin referencing mail from Steve Wolf of Contech stating that the charges were apparently known and approved by the Highway Foreman in advance. Harris characterized the situation as an entirely avoidable misunderstanding, but felt now that the charges were legitimate and should be paid. The question was called and the motion carried by those present with one abstention.

General Fund	\$ 13,140.96
Highway Department	\$ 8,027.97
Payroll	\$ 11,386.08

Martin stated for the record that the Town used to buy culverts in bulk every Spring for work scheduled to be done during the summer and that he couldn't believe it made economic sense to buy culverts one-by-one as needed. He

also noted that on the Select Boards' site visit to ancient roads and corridors on Sunday, July 15th, that numerous culverts on Class 3 roads were observed to be blocked by large stones, or plugged by debris. One culvert on Back Windham Road was visibly crushed, and another was washing out, eroding the roadway and imperiling travel. The Board also noticed that ditches needed cleaning.

5. Reports: Highway Department Report: In Bostrom's absence, Greenwood briefed the Board on what the Highway Department had scheduled. He then reported that the cost of renting a bulldozer for moving rock at the gravel pit was not more expensive than contracting the work out, except for labor, fuel and wear and tear on the bucket loader which apparently ran simultaneously and wasn't factored into the overall cost.

East Hill Road and engineering costs to date were then discussed. Martin emphasized the need to have FEMA in full agreement with the plans and procedures for awarding contracts and doing the repairs prior to any costs being incurred and made a motion: **Subject to FEMA approval, to award the contract for engineering on East Hill Road to Stevens and Associates**, seconded by Harris and carried by those present. A meeting among representatives from Stevens & Associates, FEMA, ANR and the Town will be arranged as soon as possible.

Discussion about maintenance ensued and Greenwood asked Ellison whether any money in the Highway Equipment Fund was for specific purposes. Ellison believed that it was for general use. Martin reported having heard complaints about rust and a lack of general maintenance on the Town's vehicles, and Greenwood reported that daily maintenance records on every piece of equipment should be now being kept.

Law Enforcement & Constable's Report: 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 the appeal process for reimbursements from FEMA for the costs of replacing the Dam Road Culvert were continuing. She also reported that the Highway and General Fund budgets looked fairly good as the fiscal year closed out and planned to have those figures for the Board at the next meeting

Emergency Management Report: None at this time.

6. Members of the Public: No one at this time.

7. Correspondence: The Board received correspondence from Keefe and Wesner and Iberdrola Renewables.

8. Old Business: Contract Awards: Greenwood reported that the Road Commissioners and the Highway Foreman reviewed the bids for re-paving Route 35 and the Dam Road, and for crushing gravel at the pit and had awarded all three contracts to Bazin Brothers.

Cemetery Rights of Way: Harris reported upon progress with the draft ROW proposals.

Logging Town Land: Harris reported having spoken to Longview and declining its offer to harvest timber on Town land at the Grafton turn. Logging on this site will be reassessed this fall.

9. New Business: Town Hall: Martin reported that the bronze plaques on the front of the Town Hall needed polishing, and Hunt offered to look into it.

Utility Pole Flags: Russ noted that the American flags flown on utility poles around Town, installed by the Townshend Business Association, needed to be attended more-regularly, or flown only on major holidays. Hunt was requested to contact the TBA.

Town Hall Policy: Harris made a motion: **To adopt a Policy prohibiting firearms in Town Hall, except by duly-authorized law enforcement officers.** Discussion ensued with Martin seconding the motion after amending it to: **prohibiting firearms in all municipal buildings.** As amended, the motion carried by those present, and Hunt was instructed to prepare a draft of the policy for signatures.

Roadside Mowing: Harris opened the only roadside mowing bid to be received by the Town. Bruce Orchitt bid \$6820.00 and Martin made a motion: **To award Orchitt the roadside mowing contract for a sum not to exceed \$6820.00, pending agreement with the Highway Foreman and the Road Commissioners on specific details,** seconded by Russ and carried by those present.

10. Executive Session: Harris made a motion: **To enter Executive Session at 7:46 P.M. to discuss contractual matters.**

At 7:52 P.M. the Board returned from Executive Session, and as a result, instructed Hunt to record in the Minutes the bids received and opened at a meeting attended by Harris, Dezendorf, Daigneault and Hunt on Thursday, July 12th at 6:00 P.M. Martin then made a motion: **To award the contract for repair of the village fire pond to Gould and Sons for \$5,400.00**, seconded by Greenwood and carried by those present.

Village Fire Pond Bids Received:

Valley Excavating	\$20,297.00
Gould and Sons	5,400.00
Amidon Excavating	5,700.00
Larry Brown	18,500.00
Travis Bristol	10,200.00
Guilford Excavating	29,980.00
CPT	6,920.77
Jim Rogers	7,200.00

11. Meeting Schedules:

Ancient Roads Site Visit: July 22nd at 10:00 A.M.

Town Hall Fire Door Meeting: July 23rd @ 3:30 P.M.

Regular Meeting: August 6th at 6:00 P.M.

12. Adjournment: Russ made a motion: **To adjourn at 7:54 P.M.**, carried by those present.

Respectfully submitted:

Craig K. Hunt, assistant