

approved 01/21/13

**Townshend Select Board  
Minutes  
January 7, 2013**

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

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

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

**2. Approval of Minutes:** Dezendorf made a motion: **To approve the Minutes of December 17, 2012**, seconded by Russ and carried by those present with one abstention.

**3. Additions and Deletions:** Opening auditing firm bids was added under New Business. Review of a contract with the Department of Forests and Parks for vehicles loaned to the Fire Department was added under New Business. Receipt of acceptance of the loan application from the Vermont Equipment Loan Fund was added under New Business.

**4. Warrants:** Martin made the following motions to approve the following Warrants:

**WARRANT 0107-6 FEMA \$5.95**, seconded by Greenwood and carried by those present with one abstention.

**WARRANT 0107-2 Payroll Tax \$3,854.59**, seconded by Greenwood and carried by those present.

**WARRANT 0107-1 Payroll \$11,987.40**, seconded by Greenwood and carried by those present with two abstentions.

**WARRANT 0107-3 General \$15,112.35**, seconded by Greenwood and carried by those present with one abstention.

**WARRANT 0107-4 Highway \$9,999.43**, seconded by Russ carried by those present.

**WARRANT 0107-5 Equipment \$28,989.15**, seconded by Russ and carried by those present

**5. Reports: Highway Department Report:** Dezendorf reported that the recent storms had taken a toll on the crew and the equipment, but that generally everything was O.K. The small John Deere tractor with a broken gear-box

coupling had been repaired and T-1 continued to have rear end issues. Martin suggested that the Commissioners look into the Vermont Lemon Law as this truck had been in for service multiple times since new last winter, and still was apparently not reliable.

Dezendorf further reported that bids would be going out on the guard rail projects; that updates were being made to vehicle maintenance schedules to ensure having parts on hand when needed, and that the refrigerator in the Town Garage needed replacing. He acknowledged receipt of the Vermont Certificate of Highway Mileage form used to calculate State aid and said that he'd ask Barrows stick the diesel fuel tank before and after fuel deliveries.

**Law Enforcement Report:** Nothing at this time. First Constable Novick, though living in Wardsboro, apparently is maintaining residency and assuming his duties to Townshend.

Harris requested that Board members consider whether to explore a possible agreement with a neighboring town for sharing a deputy's time or an enhanced contract with the Sheriff to expand law enforcement coverage in Townshend.

**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 tax receipts from the first quarter were still about 4.0% outstanding and that 6.0% was un-received from the second — amounting to approximately \$95,000. Delinquent taxes from prior years totaled about \$132,400.

**Emergency Management Director's Report:** Dezendorf reported on discussions with the Fire Department about purchase and use of Knox-Boxes, a secure container in which keys would be kept for emergency access to residences or businesses. Discussion ensued about protecting the taxpayers from incurring costs that should be borne by second-homeowners or commercial establishments.

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

**7. Correspondence:** With receipt from the Vermont Equipment Loan Fund approving Townshend's application toward the purchase of the new Ford 550, Martin made a motion: **To have the Select Board Chair sign the Agreement with the Vermont Equipment Loan Fund**, seconded by Dezendorf and carried by those present. Harris then signed the Agreement.

**8. Old Business: Winter Maintenance Policy:** The draft policy was reviewed and during lengthy discussion, some further changes were made.

**Conflict of Interest Policy:** After reviewing changes already made to the draft policy, Dezendorf made a motion: To adopt the Conflict of Interest policy, seconded by Martin and carried by those present with one opposed. Hunt was instructed to post the policy and have a summary published.

**Timber Cutting:** Martin agreed to speak to Steiner about marking the property boundaries at the municipal property by the Grafton turn on Route 35 prior to requesting proposals for harvesting timber from the lot.

**Town Hall Fire Doors:** Nothing to report at this time.

**Town Hall Boiler Installation Bids:** Two bids were received for a new gas-fired boiler and Harris opened them.

Jeffers & Sons --- \$20,190.00

Farace Heating --- \$14,122.23

Discussion ensued about the differences in the pricing and the difference in the boilers proposed to replace the failing oil-fired hot air furnace.

Russ then made a motion: **To accept the bid of Jeffers & Sons at a cost of \$20,190.00**, seconded by Dezendorf.

Following brief discussion, At 8:03 P.M., Dezendorf made a motion: **To recess for clarification of the bids**, seconded by Martin and carried by those present. At 8:10 P.M., following a phone call, the Board returned from recess and discussed their findings.

Harris called the motion as moved by Russ, and the motion failed.

Martin then made a motion: **To accept the proposal of Farace Heating contingent upon installation of an HTP 220 boiler for a sum not to exceed \$15,500.00 and presentation of necessary licenses and certificates of insurance**, seconded by Greenwood and carried by those present with one abstention.

**Ancient Roads:** Harris reported that Woods Road, (now Phoenix Way), apparently did not continue onto lands currently owned by Caisse and terminate on East Hill Road, as previously thought, but ended on properties owned by Phoenix. Greenwood agreed to try and speak with Caisse.

**2012 Select Board Report:** Board members approved and signed the 2012 Select Board Report for the Annual Report.

**2013-14 Budget:** By general consent Board members approved the proposed FY 2013-14 general fund budget of \$494,520, of which \$184,114 would be raised by taxes. They also approved the proposed Highway and Equipment budget of \$837,651, of which \$779,651 would be raised by taxes.

Martin expressed for the record that were it not for the failure of FEMA to fully reimburse costs incurred

during tropical storm Irene, the true budget increase was a moderate 3.0%.

**Single Audit Required by FEMA:** Two bids were returned from eight firms requested to submit proposals for conducting a single Town audit and Harris opened them.

Fothergill, Segale and Valley --- can't bid this time

McSoley McCoy --- \$12,900

Sullivan Powers & Co. --- \$23,000

Following brief discussion, Martin made a motion: **To award a contract to McSoley McCoy for a single Town audit for the year ending June 30, 2012 for a sum not to exceed \$12,900**, seconded by Dezendorf and carried by those present.

**9. New Business:** Dezendorf made a motion: To sign the cooperative agreement with the Vermont Forests and Parks Department for continued use by the Townshend Fire Department of a 1951 Dodge truck and a single axle trailer, seconded by Martin and carried by those present.

**Town WARNING:** For the WARNING for the 2013 Town Meeting the Board requested that Hunt add an Article asking the voters to appropriate \$5,000 for the study of a new transfer/recycling station.

**Personnel Policy:** Dezendorf presented the Board with proposed changes to the Townshend Personnel Policy, and lengthy discussion ensued.

**10. Other Business:** Board members expressed their remorse on the passing of Howard Lott, long-time resident and Townshend Lister. They reflected upon his good humor, wealth of local knowledge and tireless service to Townshend.

**11. Meeting Schedules:**

**Special Meeting:** January 10, 2013 at 2:00 P.M.

**Regular Meeting:** January 21, 2013 at 6:00 P.M.

**12. Adjournment:** Russ made a motion: **To adjourn at 10:00 P.M.**, seconded by Russ and carried by those present.

Respectfully submitted,

Craig K. Hunt, assistant