

approved 02/04/13

**Townshend Select Board
Minutes
January 21, 2013**

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

In Attendance: Joe Daigneault; Dale West; Becca Shaefer; Bob Crego; Bob DeSiervo; Em Richards (BCTV); Craig Hunt

1. Call to Order: Harris called the Meeting to Order at 6:04 P.M.

2. Approval of Minutes: Dezendorf made a motion: **To approve the Minutes of January 7, 2012 and the Special Meeting Minutes of January 10, 2013**, seconded by Russ and carried by those present.

3. Additions and Deletions: Discussion of amending Townshend's Personnel Policy was postponed to a future meeting. Added were written requests from the West River Sno-Goers and Lisa's Love to Correspondence, Town Hall stove removal and opening the R.O.W. to the Town Hall behind Dutton Gym to Old Business.

4. Warrants: Dezendorf made the following motions to approve the Warrants:

WARRANT 121-5 Equipment Fund - credit - (\$3,557.42), seconded by Russ and carried by those present. Dezendorf clarified that this amount was due in part to monies received for the transmission core from the John Deere grader.

WARRANT 121-3 General Fund - \$15,153.95, seconded by Russ and carried by those present.

WARRANT 121-4 Highway \$11,503.51, seconded by Greenwood and carried by those present.

WARRANT 121-2 General (1/07/13) \$5,159.40, seconded by Greenwood and carried by those present.

WARRANT 121-1 Payroll (12/29/12) \$4,356.48, seconded by Russ. Discussion focused on whether the amount moved was correct, and a phone call was placed to Ellison. Subsequently, Dezendorf made a motion: **To amend the original motion to correct the figure to, "\$9,273.41,"** seconded by Russ and carried by those present. The main

motion was then called by Harris with the corrected figure and was carried by those present.

Noting that corrections needed to be made to the Highway Department time sheets, Dezendorf requested that Daigneault follow up.

5. Reports: Highway Department Report: Dezendorf reported that T-1 was returned after rear end repairs which the dealer would check on from time to time. The truck loaned to Townshend while T-1 was in the shop developed numerous problems while here and suffered catastrophic rear end problems, itself. Asked by Harris if he'd inquired about possible recourse on this vehicle through Vermont's Lemon Laws, Dezendorf replied that the Lemon Laws don't pertain to municipal trucks.

T-9 has emission problems and has been taken in for dealer servicing.

The hydraulic ram on the compactor, following makeshift repair, is functioning, but for how long, Dezendorf couldn't say.

UniFirst has offered a three-year contract with a no price increase guarantee and they can offer a one-year contract. Dezendorf indicated that the shorter term offer seems too expensive, but will bring all cost figures to the next meeting for Board review.

The Highway Department has received two bids for guardrail work on Bridge #3 on West Hill Road, and, as Renaud Brothers is the lower, they will receive the contract.

Dezendorf also said that he will try to develop a simple format for recording complaints received by or about the Highway Department to ensure that individual issues are responded to in a timely fashion, but also to see, through time, if patterns occur which can be addressed.

Law Enforcement Report: None at this time. Board members again expressed concern about not having an elected First Constable in Town for residents to contact and asked Hunt to post Joe Novick's phone number, **896-9529**, in the Clerk's office.

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

Bookkeeper's / Treasurer's Report: Daigneault had nothing to report at this time.

Emergency Management Director's Report: Dezendorf updated the Board about accessing and using Knox-Boxes, saying that there would be no cost to the Town except for the two put in the fire trucks that would contain keys to those boxes mounted at second-homeowner's residents. These

two, in the trucks, would record when they were opened and could be set up to receive a special tone from Keene Mutual Aid for opening. The individual boxes located on various premises would contain door keys so that fire department personnel could access the buildings to turn off alarms or conduct other investigations without making forcible entries.

6. Members of the Public: Dale West reported to the Board that the Townshend Fire Department had voted to form a committee for evaluating equipment and developing schedules for replacements and upgrades. For the present time, West is acting spokesperson and wants to establish good communications with the Select Board. Discussion focused on making near and long-term plans that prioritize the department's needs and budgeting appropriately.

Bob Crego and Becca Shaefer of Valley Cares were welcomed and requested that the Board approve and sign three documents amending the mortgage held by the municipality. A closing on these agreements is scheduled for January 28th, and Wright Construction of Mount Holly is slated to begin construction of the new twelve room housing facility during February.

Dezendorf expressed concern about the lack of protections afforded to the Town of Townshend in the documents, regarding potential liability for repayment of more than \$600,000 in funds given to Valley Cares through the Community Development loans in the event of any default. Lengthy discussion ensued.

Crego attempted to assure the Board that though an increasing number of limited liability partnerships were of record to segregate the service branches of Valley Cares, Inc., organizationally, he felt that Townshend would not be held responsible by government agencies or other investors should default occur. Dezendorf was not convinced that the Town was free of financial risk from managers it didn't know the names of or had influence upon and pressed Crego for the insertion of a clause in the agreements similar to those given to the limited liability partners to protect Townshend taxpayers. Crego promised to speak with Valley Cares' attorney.

Greenwood then made a motion: **For the Townshend Select Board to approve the signing of the three agreements, (Amendment to Mortgage and Security Agreement with West River Valley Assisted Limited Partnership, Amendment to Mortgage and Security Agreement with West River Valley Housing Limited Partnership, and Closing Assumption and**

Priority Agreement with the West River Valley Supportive Limited Partnership), contingent upon verification that the Town of Townshend will bear no financial liability for this project, seconded by Dezendorf. As the vote brought two, "yea," and one, "nay," votes, the Chair voted, "yea," and the motion was carried.

At 8:10 P.M., Dezendorf made a motion; **For the Board to take a short recess.**

The Board returned from recess at 8:18 P.M. and welcomed Bob DeSiervo who, as a member of the Town Hall Renovations Committee, had received a proposal for the installation of fire doors. DeSiervo explained that previous proposals either had required Town involvement in the management of sub-contractors or had required significant funding from the Town up-front. This proposal, just received, he said, was from a construction company with an excellent reputation and which cover the entire project from start to finish both financially and managerially. Additionally, this firm would install the wooden fire doors which the Select Board had chosen as architecturally appropriate two years ago, and not metal doors fabricated to the specifications and would create a fire wall, as required, from the first to the second floor, and not just from floor to ceiling.

The downside, DeSiervo said, is that some costs have risen in the time since the initial proposals were received and it has become evident that those initial proposals were not fully estimating the work that's required.

After reviewing it with the architect, DeSiervo will bring this new proposal to the next Select Board meeting.

7. Correspondence: West River Sno-Goers: Board members reviewed a request from the West River Sno-Goers Snowmobile Club to ride on the edge or cross specified sections of Sawdust Alley, Ober Hill Road, Peaked Mountain Road, Riverdale Road, Taft Road, Acton Hill Road, Simpson Brook Road, Back Windham Road, Deer Valley Road, East Hill Road and Ellen Ware Road. Russ made a motion: **To approve the request of the West River Sno-Goers Snowmobile Club to travel along the edge of or cross Town roads specified in its letter dated January 9, 2013,** seconded by Dezendorf and carried by those present.

Lisa's Love: Dezendorf made a motion: **To approve a request from Judy Holden, Trustee of Lisa's Love Charitable Organization, to use the Town Hall on May 11th and September 28th for Mommy's Marketplace sales,** seconded by

Greenwood and carried by those present. DeSiervo then asked whether insurance certificates were required in the Town Hall use and rental policy and the Board said that it would look into the legal issues involved.

8. Old Business: Town Hall Boiler Installation: Hunt reported that Pyrofax would be delivering four 100-gallon tanks on Tuesday, January 22nd, and Russ reported that Brian Searles had completed the concrete pad. Once the wall is constructed, Russ said, the boiler will be set and plumbing will proceed with an anticipated early-February completion date.

DeSiervo said that a few people had asked him about the wisdom and expense of installing a hot water boiler, and were questioning whether it would serve all of the Town Hall's heating needs. Russ replied that this boiler would prove to be far more efficient and economical, but that a second boiler would be required to heat the upstairs.

Timber Cutting: Harris reported that Martin had spoken to Townshend's Tree Warden, Carl Steiner, about cutting timber on municipal property at the Grafton turn and that Steiner had suggested a heavy harvesting. The Board will draft a Request for Proposals and ask the Listers to provide a map showing the property boundaries.

Winter Maintenance Policy: Following brief discussion, Dezendorf made a motion: **To adopt the Winter Maintenance Policy**, seconded by Greenwood and carried by those present. The Policy was then signed and Hunt was instructed to have it published and posted for public review.

2013 Town Meeting WARNING: Dezendorf made a motion: **To sign the 2013 Town Meeting WARNING**, seconded by Greenwood and carried by those present.

Garland Stove: Dezendorf said that he would contact again the buyer of the Garland gas stove in the Town Hall kitchen and request that it be removed before Town Meeting.

R.O.W. at Leland and Gray: Dezendorf informed Board members that opening the right-of-way behind Leland and Gray would probably be done this Spring as some trees will need to cut down and the roadway improved.

9. New Business: The Board decided to schedule the pre-Town Meeting for Monday, February 25th at 7:00 P.M.

10. Other Business: Nothing at this time.

11. Executive Session: None at this time.

12. Meeting Schedules:

Regular Meeting: February 4, 2013 at 6:00 P.M.

13. Adjournment: Dezendorf made a motion: **To adjourn at 9:24 P.M.**, carried by those present.

Respectfully submitted,

Craig K. Hunt, assistant