

approved: 04/01/13

**Townshend Select Board
Minutes
March 18, 2013**

Present: Select Board: Kit Martin; Hedy Harris; Chad Greenwood; David Dezendorf; Scott Chase

In Attendance: Joe Daigneault; Kim Ellison; Atty. Richard Coutant; Bob Crego; Becca Schaefer; Ryan Hockertlotz; Cynthia Davis; Kathy Hege; Bob DeSiervo; Rich Melanson (BCTV); Craig Hunt

1. Call to Order: Harris called the Meeting to Order at 6:00 P.M.

2. Valley Cares Contractual Matters: The Board welcomed Crego and Schaefer of Valley Cares, Inc., and Town attorney Coutant. Dezendorf asked Coutant whether the draft community development loan contract protected the Town of Townshend in the event that the Federal government did not provide full funding and whether the Town of Townshend could be moved from seventh on the repayment schedule in the event that the borrower, Valley Cares, should default on the loan?

Coutant said that he hadn't done any Title work upon the property under development and had not reviewed the Priority Agreement that structures the payee list. He believed, however, that since the funds were being provided through a Federal grant, if performance bonds were in place and the development and use of the property was as planned, the risk to Townshend would be minimal.

Following lengthy conversation, Coutant agreed to draft protective language for insertion into the contract and Martin and Harris agreed to work with him.

3. Elections and Appointments:

Dezendorf nominated: **Henry Martin to be Select Board Chair**, carried by those present.

Martin nominated: **Hedy Harris to be Select Board Vice-Chair**, carried by those present.

Greenwood nominated: **David Dezendorf to be Select Board Clerk**, carried by those present.

Dezendorf made a motion: For the Select Board to appoint David Dezendorf and Chad Greenwood as Highway Commissioners with individual authority to oversee all actions of the Townshend Highway Department, except for purchases of more than \$10,000, and except for the hiring of personnel, seconded by Greenwood. Discussion ensued and the motion was amended by Harris to include, and except for the termination of personnel which shall be the duty of the Select Board, (though the Commissioners may place employees on leave), and except for periodic review and evaluation of the Highway Foreman, which shall be the duty of the Select Board. The motion, as amended, carried by those present.

Dezendorf made a motion: To have the Select Board be governed by Robert's Rules for Small Board procedures, seconded by Greenwood and carried by those present.

Harris made a motion: To appoint David Dezendorf as Townshend's Emergency Management Director, seconded by Greenwood and carried by those present.

Dezendorf made a motion: To appoint Gaila Gulack, Craig Hunt and Ryan Hockertlotz as Townshend's Emergency Management Deputies and Holly Hockertlotz as Townshend's Emergency Management Deputy for HAZMAT operations, seconded by Harris and carried by those present.

Greenwood made a motion: To appoint Cynthia Davis as Town of Townshend Service Officer, seconded by Harris and carried by those present.

Dezendorf made a motion: To appoint Irvin Stowell as Townshend's representative to Windham Solid Waste Management, Inc., seconded by Greenwood and carried by those present.

Harris made a motion: To appoint Kathy Hege to be Townshend's representative to RESCUE, Inc., seconded by Dezendorf and carried by those present.

4. Approval of Minutes: Harris made a motion: To approve the Minutes of March 4, 2013 and March 5, 2013, seconded by Dezendorf and carried by those present with one abstention.

5. Additions and Deletions: Personnel Policy revision was removed from Old Business; Select Board spokesperson

was added to New Business; and Compactor Update was added to Highway Department report.

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

WARRANT 0318-1 Payroll \$10,571.13, seconded by Harris. Discussion ensued about whether the Highway Crew should be paid for Town Meeting day and Harris pointed out that the Personnel Policy listed Town Meeting day as a paid Holiday. The motion then was carried by those present.

To ratify WARRANT 0318-3, payment to the Townshend Elementary School on a motion made March 5, 2013, General Fund \$50,000.00, seconded by Greenwood and carried by those present.

WARRANT 0318-5 Highway Fund \$11,840.22, seconded by Greenwood and carried by those present.

WARRANT 0318-6 Equipment Fund \$38,486.66, seconded by Harris and carried by those present.

WARRANT 0318-4 General Fund \$522,998.44, seconded by Harris and carried by those present two abstentions.

Warrant 0318-2 Payroll Tax \$4,235.66, seconded by Greenwood and carried by those present.

Martin then made a motion: **To suspend the Rules and discuss Town Hall fire doors and heating system completion with Bob DeSiervo**, seconded by Dezendorf and carried by those present.

DeSiervo was welcomed and asked by Martin about the price increases on the proposals for installation of the fire doors in Town Hall. DeSiervo said that bid proposals over the last year had been incomplete in scope, but the quote from Ingram Construction, at \$31,334.00, included all aspects and details of the project, except for moving two heating registers. DeSiervo and other members of the Town Hall Renovation Committee were pleased with Ingram's references and felt confident that the Planning Commission would recommend Ingram before the next Select Board meeting. DeSiervo promised to see what would be involved in having relocation of the heating registers included in the proposal.

Harris asked that an engineering plan be submitted prior to contracting for completion of the heating system in Town Hall and DeSiervo recommended consulting with heating system installers to ascertain the Town's best options.

Dezendorf and Martin requested that the Renovations Committee and Planning Commission review the overall needs of the Town Hall along with architect Wesner's plans from

2009 and prioritize repairs and upgrades. DeSiervo agreed that funds needed to be allocated as part of long-range planning starting with pressing needs.

Martin asked additionally for a budgetary assessment of the potential repair and upgrade costs, suggesting that over ten years, or so, the Town might have to spend more money on necessary needs and compliance regulations than it might be to build a new facility.

7. Reports: Highway Department: Dezendorf reported on delivery of the new Ford 550 and updated the Board on hazardous spill prevention plans and the fuel metering system to be installed in the next few weeks. He then reported that the trash compactor would no longer compact, and Harris said that she would call Triple T Trucking to try and get a roll-off dumpster to use short term.

Law Enforcement 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 asked the Board to finalize the Farace Heating and Plumbing bill now that all secondary charges had been received. Following discussion, Dezendorf made a motion: **To pay Farace Heating and Plumbing \$1,178.00 as final payment from the amount withheld**, seconded by Greenwood and carried by those present.

Ellison then provided updates upon the receipt of property taxes, the nearing deadline for a FEMA decision regarding the appeal for Dam Road Culvert cost reimbursements and upon completion of the audit by the firm of McSoley McCoy.

Emergency Management Director's Report: None at this time.

8. Correspondence: Correspondence from Rick Hege regarding the Rural Education District Study Group's proposal for acquiring the Townshend Elementary School building, if a new schoolhouse was to be built, was discussed, and Hunt was asked to invite Hege to the next Select Board meeting to continue this conversation.

9. Members of the Public: None at this time.

10. Old Business: Nothing at this time.

11. New Business: Timber Cutting Proposals: Martin announced that four proposals for cutting timber on municipal property located at the Graft on turn had been received. He then opened and read them.

Rob Wright	\$3,000.00
Larry Gould	\$7,600.00
Sam Garfield	price per board foot (with footage to be determined)
Otto Tarbell	\$7665.00

Following discussion, Dezendorf made a motion: **To award Otto Tarbell a contract to cut timber on approximately 16.0 acres of municipal land located at the Grafton turn, contingent upon verification of bonding and insurance and agreement to terms**, seconded by Greenwood and carried by those present.

Select Board Spokesperson: Dezendorf made a motion: **To have the Select Board Chair serve as the spokesperson with the news media**, seconded by Greenwood and carried by those present.

12. Other Business: None at this time.

13. Executive Session: Harris made a motion: **To enter Executive Session at 9:05 P.M. to discuss personnel matters**, seconded by Dezendorf and carried by those present.

At 9:09 P.M. the Select Board returned from Executive Session and, as a result, Hunt's employee evaluation was signed by the Select Board.

14. Meeting Schedules:

Regular Meeting: April 1st at 6:00 P.M.

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

Respectfully submitted,

Craig K. Hunt, assistant