

approved 04/15/13

**Townshend Select Board
Minutes
April 1, 2013**

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

In Attendance: Joe Daigneault; Kim Ellison; Kurt Bostrom; Dale West; Dale Davis; Rick Hege; Laura Richardson; Rich Melanson (BCTV); Craig Hunt

6:02 P.M. 1. **Call to Order:** Harris called the Meeting to Order at 6:02 P.M.

2. **Approval of Minutes:** Dezendorf made a motion: **To approve the Minutes of March 18, 2013, as corrected,** seconded by Greenwood and carried by those present.

3. **Additions and Deletions:** Discussion about revising the Personnel Policy and discussion about the Valley Cares contract were removed from Old Business.

4. **Warrants:** Dezendorf made the following motions to approve the Warrants, all seconded by Greenwood:

WARRANT 0401-5 Equipment Fund \$3,903.21, carried by those present with one abstention.

WARRANT 0401-4 Highway Fund \$14,030.79, carried by those present.

WARRANT 0401-3 General Fund \$50,325.22, carried by those present.

WARRANT 0401-2 Payroll Tax \$3,907.84, carried by those present.

WARRANT 0401-1 Payroll \$10,138.66, carried by those present.

WARRANT 0318-2 Payroll Tax \$4,235.66, carried by those present.

6:15 P.M. 5. **Reports: Highway Department:** Bostrom reported receiving only one estimate from four requests to make welding repairs on the compactor: Osgood responded with a price of around \$4,000. The compactor has been thoroughly cleaned, he said, but the step up to the cab has broken and he doesn't believe that the truck is worth the expense of fixing.

Bostrom advocated that the Town look for a used compactor as a replacement.

Since the stationery roll-off for household refuse is not secure against improper use, conversation arose as to when the Board might discuss specifics about the future of the transfer station. Harris indicated that within a month there should be options to look at with hard numbers regarding expenses.

Bostrom is still waiting for estimates on the cost of a new plow truck, but should have them within a week. He'll then file the application for a loan from the Vermont Municipal Equipment Fund.

Dezendorf reported that a new pump for the fuel metering system would be installed this week and that the system should be operational around April 15th.

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 reported that the paperwork had been submitted for finalizing the VLCT grant for the Town Hall fire alarm system, and reminded the Board that the deadline was approaching for filing new matching-grant requests.

The Board discussed, but took no action, on learning that the RDAG Certificate of Deposit was nearing its anniversary date.

Ellison said that for the next meeting she'd provide financial statements showing FY 2012-13 3rd quarter municipal account balances.

Emergency Management Director's Report: On behalf of the Fire Department, Dezendorf relayed a request to create a fire station building study committee. That committee would be comprised of one member from the Planning Commission, the Select Board and the general public and two members from the Fire Department to asses future needs.

Following brief discussion with West and Davis, Dezendorf made a motion: **For the Select Board to create a Fire Station Building Study Committee that would report its findings to the Select Board**, seconded by Greenwood and carried by those present.

Dezendorf then informed the Board that Townshend Emergency Management would be mailing letters to homeowners with private bridges regarding safety for fire truck use. On a related note, Dezendorf is hoping to contact Townshend businesses and second homeowners about the use of Knox boxes that securely contain building access keys.

Dezendorf reminded the Board of its approval to reimburse Town personnel at \$6.00 per hour for training, if successfully completed. Periodically, he said, individual exercises are given by Homeland Security and others, or exercises undertaken to keep certificates current.

Dezendorf briefed the Board on his drafting of Memorandums of Understanding for the Catholic Church and the Town Hall to be used in the event that schools needed to be evacuated; on working with the Planning Commission toward development of a Hazard Mitigation Plan; and on continuing investigation into the purchase of a generator for Town Hall.

7:10 P.M. 6. Members of the Public: Rick Hege was welcomed by the Board and spoke of the unique interest that the Town has in the future of the Townshend Elementary School, should a Rural Education District be formed. Hege stated that he had no personal opinion on the wisdom of forming an R.E.D., but that if one should form, responsibility for such a prominent building on Townshend Common would pass to members of a K-12 Union District, upon which Townshend would be but one member.

Hege urged the Select Board to seek party status in decision-making over the fate of the Elementary School building, citing the potential impact that a change in use could have on the Village center. He suggested that the Select Board send a letter to the Commissioner of Education and local representatives.

Board members agreed to consider sending a letter and asked Hege keep them informed of developments with the R.E.D. Study Committee.

7:25 P.M. Laura Richardson was welcomed by the Board and requested consideration of permitting a Holiday of Horses parade on December 8th. Still in the planning stage, Richardson said that many local horse owners were excited about the opportunity to have a parade of horses from Leland & Gray to Valley Cares and back. Brief discussion ensued and Richardson will return as the plans develop.

7. Correspondence: Notice was received that FEMA has granted a waiver to Townshend and will be reimbursing funds expended on the upgrade of the Dam Road culvert. The amount to be reimbursed was not stated.

8. Old Business: Timber Cutting: Greenwood reported having talked to Otto Tarbell about cutting timber at the

Grafton turn and believed that the contract with Tarbell would be signed soon.

Fire Doors: Dezendorf and Hunt will begin drafting a contract proposal for installation of the fire doors at Town Hall.

Municipal Officer Appointments: Harris nominated Carole Melis and Charmayne Shirks to continue as 911 Coordinators, carried by those present.

8:30 P.M. 9. New Business: Auditors Recommendations: Ellison and the Board discussed the findings of the McSoley McCoy audit.

Liquor and Tobacco Licenses: Dezendorf made a motion: **For the Select Board to approve the 2013 application for a Liquor License for Windham Hill Inn,** seconded by Greenwood and carried by those present.

Dezendorf made a motion: **For the Select Board to approve the 2013 application for a 2nd Class Liquor License for Lawrence's Smoke Shop,** seconded by Greenwood and carried by those present.

10. Other Business: None at this time.

11. Executive Session: None at this time.

12. Meeting Schedules:

Regular Meeting: April 15th at 6:00 P.M.

13. Adjournment: Greenwood made a motion: **To adjourn at 9:02 P.M.,** carried by those present.

Respectfully submitted,

Craig K. Hunt, assistant