

approved 11/17/2014

TOWNSHEND SELECT BOARD

Meeting Minutes
November 3, 2014

Present: Kathy Hege; Dale West; Carole Melis; Kyle LaPointe

In Attendance: Joe Daigneault; Kurt Bostrom; Laura Richardson; Richard Melanson; Craig Hunt

1. Call To Order: Hege called the meeting to Order at 6:01 p.m.

2. Approval of the Minutes: LaPointe made a motion: **To approve the Meeting Minutes of October 20, 2014, as corrected to clarify the section on photocopying of hours worked presented on payroll sheet submissions**, seconded by Melis and carried by those present.

3. Additions and Deletions: Added to Correspondence was a letter from the Connecticut Valley Flood Control Authority; to Old Business was correction of a listing for acreage at Oakwood Cemetery; to New Business, compactor attendant job description and professional audit of Federal funds; and to Other Business, draft of the Select Board's report for Town Report.

4. Warrants: West moved to approve the following Warrants, all seconded by Melis:

11031 Payroll \$ **8,492.80**, Hege noted that two timesheets had no original signatures and had photocopied hours, but that the dates on these sheets preceded the Select Board's policy of October 20th to refuse payment of un-original submissions. The motion then carried by those present with one abstention.

11032 Payroll Tax \$ **4,050.87**, carried by those present with one abstention.

11033 General \$ **1,206.89**, carried by those present.

11034 Highway \$ **21,325.10**, Hege made note of the need for the Highway Foreman to pre-approve project completions before invoices were entered on Warrants for the Select Board to pay. Hunt noted that packing slips needed to be submitted and marked to show that products delivered were acceptable, as well. Bostrom reported that A.S. Clark hadn't finished the gravel-pit tree-clearing work as

stipulated, regarding the Belstom right-of-way. West then amended his motion: **To withhold the \$14,400.00 payment to A.S. Clark until the Highway Foreman approved the work done, making the Warrant payable total: \$ 6,925.10**, agreed to by Melis and carried by those present.

11035 Equipment **\$ 32,082.01**, carried by those present.

11036 General **\$ 738.14**, Hunt was asked to have the Delinquent Tax Collector explain the bill for legal services. The motion then carried by those present.

11037 General **\$ 503.61**, carried by those present.

5. Reports: Highway: Hege asked Bostrom why the No Parking signs for Route 35 hadn't been put up and Bostrom said that he was waiting for longer posts. Hege asked about cutting the dead trees on Route 35 and Bostrom said that he'd call Mayotte, who was awarded the contract. Hege said that the Select Board would have to consider finding someone else to cut trees if they weren't done before the next meeting. Hege asked about a contract with the Radio Shop and Bostrom explained that it was because of new frequencies for Highway Department communications. Hege then asked Bostrom again to turn in the itemized daily work logs with the Highway Department's payroll submissions.

Bostrom reported that the trucks were being readied for plowing and that sand and salt had arrived. He reported that the beavers on Grafton Road had been removed by trapping, but that the damage they had done to trees in the right-of-way was going to require that the Town do some cutting.

The steel plates for the bridge deck on Deer Ridge Road had arrived, but as A.N.R. has not returned calls with a Permit extension for the work, Bostrom said that the project would probably have to wait until next Spring. A number of concrete blocks for building the culvert walls would also need to be procured and that would take some time.

Bostrom requested paving a section of Athens Road before winter and said that he'd get some estimates for the Board to consider.

In response to a citizen's call to her over the weekend, Hege asked how Bostrom could be reached in an emergency. Bostrom said that the State Police had his pager number and that if anyone called 911 with a highway issue, he'd be contacted.

Law Enforcement Report: Hunt was again asked to arrange for Sheriff Clark to meet with members of the Select Board to discuss contractual matters.

Town Clerk's Report: The Select Board reviewed the Town Clerk's cash journal report from the prior weeks.

Treasurer's Report: Daigneault reported that the General Fund checking account held a balance of \$506,664.06 prior to the payment of the November 3rd Warrants.

6. Members of the Public: Laura Richardson updated the Board on plans for the Holiday of Horses event scheduled for December 7, 2014 at 1:00 p.m.

7. Correspondence: Hege reported that two letters had been sent to Thomas Chase from the Treasurer to provide him with a tax refund and further answer his questions about property assessment.

A letter from Henry Pinckney was acknowledged and, as it suggested that the Select Board effectuate major changes in the economic profile of Harmonyville, the letter was forwarded to the Planning Commission for assessment.

A request from the Connecticut River Valley Flood Control Authority, requesting an update on property valuations for Townshend Dam, was received. Hunt agreed to send it back with a letter. He also explained that last year a similar request was returned following a reassessment that tripled the evaluation at Townshend Dam, but that the Authority had ignored any deliberation on increasing Townshend's payment-in-lieu-of-taxes.

8. Old Business: Personnel Policy: Following discussion, Melis made a motion: **To correct Townshend's Personnel Policy with a clarification stating that, "A maximum of two full weeks, (vacation time), may be carried over into the next fiscal year, (as opposed to the employee's hire-date anniversary), unless approved otherwise,"** seconded by West and carried by those present with one abstention.

Stone Arch Bridge Repair Update: Nothing at this time.

FEMA Reimbursement: Nothing at this time.

Oakwood Cemetery Acreage Correction: Nothing at this time.

Health Insurance Costs: West made a motion: **To have the Town of Townshend provide \$11,500.00 in FY 2015-16 toward an individual employee's health insurance costs, including dental insurance and eye-care insurance,** seconded by Melis. Discussion ensued. The motion, when called, failed to pass by those present, with one abstention

Melis then made a motion: **To have the Town of Townshend provide up to \$11,175.00 in FY 2015-16 toward an individual employee's major medical insurance,** seconded by West and carried by those present, with one abstention.

9. New Business: Compactor Attendant's Job Description: Following discussion about the need to update this employee's job description, no action was taken at this time.

Audit: Hunt was requested to make inquiries about auditing Federal funds received from the Vermont Community Development Program last year.

Draft Select Board Report for the Town Meeting Report: Hege presented a draft Select Board report for inclusion in the Town Report and members agreed to review it prior to the next meeting.

10. Other Business: None at this time.

11. Executive Session: None at this time.

12. Meeting Schedules: WSWMD Meeting: Nov. 6th @ 6:30 p.m.
Budget Workshop: Nov. 13th @ 6:00 p.m.
Regular Meeting: Nov. 17th @ 6:00 p.m.

13. Adjournment: LaPointe made a motion: **To adjourn at 7:50 p.m.**, carried by those present.

Respectfully submitted,

Craig K. Hunt