

approved: 01/05/15

TOWNSHEND SELECT BOARD

Meeting Minutes
December 15, 2014

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

In Attendance: Joe Daigneault; Drew Hazelton; Richard Melanson; Craig Hunt

1. Call To Order: Hege called the meeting to Order at 6:00 p.m.

2. Executive Session: LaPointe made a motion: **To enter into Executive Session under 1 V.S.A. 313-A3 at 6:02 p.m. to review interviews and consider hiring new legal representation for the Town**, seconded by Melis and carried by those present.

At 6:08 p.m., the Select Board returned from Executive Session and, as a result, Melis made a motion: **To employ Stephen Ankuda of Parker & Ankuda to provide legal representation to the Town of Townshend**, seconded by West and carried by those present.

3. Approval of the Minutes: Melis made a motion: **To approve the Meeting Minutes of December 1, 2014**, seconded by West and carried by those present. Melis made a motion: **To approve the Special Meeting Minutes of December 8, 2014**, seconded by West and carried by those present.

4. Additions and Deletions: Added to New Business were discussions about Windham Solid Waste Management's proposed 2015-16 budget and posting a Notice for the vacancy in the Office of Lister.

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

12151 Payroll	\$ 9,934.71 , carried by those present with one abstention.
12152 Payroll Tax	\$ 4,071.69 , carried by those present.
12153 General	\$ 573,094.25 , carried by those present.
12154 Highway	\$16,650.48 , carried by those present.
12155 Equipment	\$ 10,93.49 , carried by those present.
12106 Highway	\$ 107.25 , following discussion about this invoice for uniforms, still unexplained, the motion failed to carry by those present.
12156 General	\$ 1,002.64 , GMP invoice failed by those present
12157 General	\$ 8,138.12 , carried by those present
12158 General	\$ 1,399.49 , carried by those present
12159 Highway	\$ 35,999.19 , carried by those present

6. Reports: **Highway:** LeCours acknowledged that the new compactor was not yet inspected and that a new proposal request for tree cutting was not yet drawn up.

Hege presented a draft Memorandum of Understanding for Select Board and Highway Foreman acceptance, specifying how Townshend would compensate Highway Department employees for Christmas and New Years Day. Lengthy discussion ensued about stipulations within the Personnel Policy versus employee assumptions and the difficulties in calculating payroll for the Thanksgiving Holiday. LaPointe then made a motion: **To provide 8.0 hours of pay for Christmas and New Years Day to Highway Department employees at their regular rates and to pay an additional 1 ½ times their regular rates to employees for any hours worked on those two days**, seconded by Melis and carried by those present.

Law Enforcement Report: Nothing at this time.

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 balance was \$1,131,586.62 in the sweep account and \$29,849.70 in the checking account.

Following brief discussion, Melis made a motion: **To instruct the Treasurer to transfer \$22,415.00 from the compactor reserve fund at TD Bank to the General Fund**, seconded by West and carried by those present.

By general consent, the Select Board then requested that the Treasurer let the RDAG CD at People's Bank roll-over for another six months.

7. Correspondence: Hege summarized correspondence from the Connecticut River Valley Flood Control Authority, dated December 5, 2014, denying Townshend's request, dated November 11, 2013, for a Dam Loss Payment increase,. The present tax loss payments are frozen upon 1981 property evaluations and the Commission cited recreational benefits and lowered cost burdens for town services, because of the undeveloped land, as being more advantageous to the municipality than tax revenue. The Commission also estimated that flood control operations at Townshend Dam netted cumulative downstream savings of approximately \$141,000.00.

8. Members of the Public: Drew Hazelton, Chief of Operations at RESCUE, Inc., was welcomed and provided Board members with a power-point presentation of RESCUE's history, mission parameters and changing financial profile. Lengthy discussion ensued.

9. Old Business: Fuel Depot Software Installation: Hege reviewed correspondence received by Hunt itemizing hardware needs and projected costs for SCI to complete the computerized fuel pump system at the Highway Garage. Lengthy discussion ensued regarding the \$3,000.00 to \$4,000.00 needed to activate what has already been a \$12,000.00 investment. LeCours reported that fuel-use and maintenance logs were being kept on all vehicles without computerized reports and West indicated that a manual recording system was probably sufficient for Townshend's purposes.

Health Insurance: The Select Board briefly discussed changes to the two employees who had elected to receive health insurance coverage.

FEMA Update: Hunt reported that FEMA reporting for reimbursement was nearing completion.

Stone Arch Bridge Repair: Hunt reported that assessment of historic stone arch bridges would be put off until Spring.

Municipal Streetlights: Melis reported upon on-going communications with Green Mountain Power and Efficiency Vermont to get the corrected count of the streetlights currently in Townshend changed over to LED bulbs with lower consumption.

Cemetery Rights-of-Way: Nothing at this time.

Select Board Draft Town Report: Nothing at this time.

Transfer Station Attendant Job Description: Nothing at this time.

Oakwood Cemetery Acreage Correction: Hunt reported that it appeared that an acreage miscalculation, while making parcels contiguous, caused the 2014 Change in Appraisal received by the Cemetery Commission for Oakwood Cemetery.

Ancient Roads Update: Hunt reported that the Ancient Roads determinations had been submitted to the Vermont Parks and Recreation Department and to V-Trans.

Old Compactor and Fuel Tank Sale Update: Hunt reported that the old compactor had been sold locally for \$2,500.00, but that no interest had been shown in the surplus gas tank, yet.

10. New Business: Personnel Policy: Board members reiterated the need to make changes in and clarify the Personnel Policy as soon as possible in the New Year.

WSWMD Assessment: West reported that a Public Hearing would be held at the WSWMD offices on December 30, 2014, to discuss the proposed FY 2015-16 budget increase.

Official Notice: Hunt was instructed to post a Notice of Vacancy for the Office of Lister.

11. Other Business: None at this time.

12. Executive Session: Melis made a motion: **To enter Executive Session at 8:19 p.m., under 1 V.S.A. 313-A3 to discuss Townshend's legal representation,** seconded by West and carried by those present.

13. Meeting Schedules: Budget Workshop: Dec. 18th @ 6:00 p.m.
Transfer Station Workshop: Dec. 8th @ 6:00 p.m.
Regular Meeting: Dec. 15th @ 6:00 p.m.

14. Adjournment: LaPointe made a motion: **To adjourn at 8:17 p.m.**, carried by those present.

Respectfully submitted,

Craig K. Hunt