

Approved 05/05/14

**Townshend Select Board
Minutes
April 21, 2014**

Present: Select Board: David Dezendorf; Kathy Hege; Robert LeCours; Dale West; Kyle LaPointe

In Attendance: Joe Daigneault; Rick Hege; Ryan Hockertlotz; Jennifer Twitchell; Dorinne Dorfman (L&GUHS); Richard Melanson (BCTV); Craig Hunt

1. Call to Order: Dezendorf called the Meeting to Order at 6:02 p.m.

2. Select Board ReOrganization: The Board welcomed Kyle LaPointe to serve the position vacated by Hedy Harris until March 2015.

Dezendorf resigned as Select Board Chair and nominated Kathy Hege to be the Select Board Chair. Hege resigned as Vice Chair and the nomination carried by those present.

Hege nominated Dezendorf to be Vice Chair, carried by those present.

Dezendorf nominated Bob LeCours to be clerk, carried by those present.

West resigned as Highway Commissioner and nominated David Dezendorf to be Highway Commissioner, carried by those present.

3. Approval of the Minutes: Dezendorf made a motion: **To approve the Minutes of April 7, 2014 and April 14, 2014**, seconded by LeCours and carried by those present.

4. Additions and Deletions: Added under Emergency Management Report was adoption of Townshend's Emergency Operations Plan and the appointment of Emergency Management officers.

Dezendorf then made a motion: **To suspend the rules in order to meet with members of the public**, carried by those present.

5. Members of the Public: Dorinne Dorfman, principal of Leland & Gray, was welcomed and said that she was just visiting at the meeting.

Ryan Hockertlotz was welcomed and also said that he was attending just to observe.

Jennifer Twitchell was welcomed and submitted her resume in application as a part-time bookkeeper. Hege said that an announcement of an opening in the Finance Office would be made this evening.

6. Reports: Emergency Management Report: Dezendorf nominated David Dezendorf to be Townshend's Emergency Management Director, and Gaila Gulack, Ryan Hockertlotz, Craig Hunt, Kathy Hege and Holly Hockertlotz as Emergency Management Deputies, carried by those present.

Dezendorf made a motion: **To adopt Townshend's Emergency Management Plan for 2014-15**, seconded by West and carried by those present.

Treasurer's Report: Daigneault reported that the current balance in the General Fund was \$459,998.59.

Law Enforcement: None at this time.

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

Highway Report: LeCours reported that T-9 had been taken to DeLurey's for coolant system repairs under Warranty and that major work would need to be done on the stone culvert on Deer Ridge Road.

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

WARRANT 42101 Payroll \$8,678.59, seconded by West and carried by those present with one abstention.

WARRANT 42102 Payroll Taxes \$3,667.57, seconded by West and carried by those present.

WARRANT 42103 General Fund \$350.00, seconded by West and carried by those present. Dezendorf then made a motion: **To ratify an Agreement made with Annette Leigh for storing the Town's snow blower**, seconded by West and carried by those present.

WARRANT 42104 General Fund \$22,713.13, seconded by West and carried by those present.

WARRANT 42105 Highway Fund \$58,074.37, seconded by West and carried by those present.

WARRANT 42106 Equipment Fund \$4,368.75, seconded by LaPointe and carried by those present.

WARRANT 42107 General Fund \$959.58, seconded by LaPointe and carried by those present.

WARRANT 42108 General Fund \$25.00, seconded by LeCours and carried by those present.

8. Executive Session: Dezendorf made a motion: **To enter Executive Session at 6:33 p.m., to discuss legal matters with Rick Hege and Craig Hunt**, carried by those present.

At 6:50 p.m., the Board left Executive Session and as a result, the Board will take under advisement a recommendation from the Board of Listers to not have legal counsel represent the Town at the remaining three Appraisal Hearings.

9. Correspondence: Hege read a letter of resignation from Ernie Ellingson and the Board accepted the resignation with regret. Hunt was then instructed to post a Notice of Vacancy for an Auditor.

Dezendorf made a motion: **To approve the 2014 1st Class Liquor License and outside consumption permit application from the West River Community Project**, seconded by West and carried by those present.

Dezendorf made a motion: **To approve the 2014 1st Class Liquor License request of the Windham Hill Inn**, seconded by West and carried by those present.

Dezendorf made a motion: **To approve the excess weight permit application of TMG Enterprises with the restriction of travelling on Bridge 42**, seconded by LeCours and carried by those present.

Hege acknowledged receipt of Jennifer Twitchell's resume and Dezendorf made a motion: **To create an assistant bookkeeper's position and have Hunt post a Notice with applications to be received by May 5, 2014**, seconded by West and carried by those present.

10. Old Business: Purchasing Policy: The Purchasing Policy that was adopted in 2011 was briefly discussed and it was agreed that it needed to be carefully reviewed and, possibly, updated. Hockertlotz recommended that a policy workshop be held by the Select Board that includes the Auditors, Treasurer, Highway Foreman and the bookkeeper.

Gasoline Tank: LeCours made a motion: **To remove the gasoline tank at the Highway Garage in order to facilitate hook-up of the new diesel pump**, seconded by West and carried by those present.

Compactor: Lengthy discussion ensued about the requirements of Act 148 and the ramifications it would have on Townshend's Transfer Station. West will endeavor to form a committee to examine the changing role of Windham Solid Waste Management and the future of trash collection in Townshend.

11. New Business: None at this time.

12. Other Business: None at this time.

13. Executive Session: Dezendorf made a motion: **To enter Executive Session at 8:00 p.m., to discuss personnel matters**, seconded by LaPointe and carried by those present.

At 8:55 p.m., the Board returned from Executive Session, and as a result, West made a motion: **To adopt new payroll timesheets for all municipal employees and require that submissions be made by the close of business on the Friday before pay day**, seconded by Dezendorf and carried by those present.

LaPointe then made a motion: **For the Select Board to appoint a designee from the Board to review all payroll before it is submitted to the bank**, seconded by West and carried by those present.

14. Meeting Schedules:

Regular Meeting: May 5, 2014 @ 6:00 p.m.

15. Adjournment: West made a motion: **To adjourn at 9:00 p.m.**, carried by those present.

Respectfully submitted,

Craig K. Hunt, assistant