

approved: 06/02/14

**Townshend Select Board**  
**Minutes**  
**May 19, 2014**

**Present:** Select Board: Kathy Hege; David Dezendorf; Dale West

**In Attendance:** Joe Daigneault; Charlie Marchant; Jessie-Lynn Gentlewolf; Julia Hampton; Richard Melanson (BCTV); Craig Hunt

**1. Call to Order:** Hege called the Meeting to Order at 6:02 p.m. and made a motion: **To suspend the rules in order to hear from members of the public**, seconded by Dezendorf and carried by those present.

**2. Members of the Public:** Charlie Marchant was welcomed and informed the Select Board that the Cemetery Commissioners had no objection to the installation of a cell phone tower on land that Oakwood Cemetery abuts.

Marchant strongly objects to replacing the partially-collapsed culvert on Deer Ridge Road with anything other than the dry stone retaining walls and capstone of which it is presently constructed. Dezendorf said that ANR needed to complete its hydraulic study prior to any engineering considerations, but that rebuilding the culvert with stone might be a viable option.

He urged the Select Board to act upon the Ancient Road Committee's report submitted in 2012 prior to the February 2015 deadline.

Discussion turned to the historic stone arch bridges for which money was raised last year to begin repairing. Marchant said that wood railings for the Fair Brook bridge needed replacing and that the bridge on Stone Arch Way appeared to be silted in.

He expressed the desire of the Historic Society to have a plaque made at no cost to the Town to honor soldiers who died during the Civil War and were buried elsewhere. He requested that the Select Board consider whether the plaque should be mounted on the Town Hall, or whether there were further plans for erecting a veterans' monument.

Marchant briefed the Board on his discovery that the Baptist Society of Townshend's bronze church bell is now in Thetford and may be coming up for sale at auction. The Historical Society is working to get it back and trying to discover why and if it legally went to Thetford in the first place.

Following a brief recess to talk with Jessie-Lynn Gentlewolf, Hege made a motion: **To enter into Executive Session with Gentlewolf at 6:33 p.m.**, seconded by Dezendorf and carried by those present.

At 6:50 p.m., the Board returned from Executive Session and, as a result, no action was taken.

**3. Approval of the Minutes:** Dezendorf made a motion: **To approve the Minutes of May 5, 2014 and May 8, 2014**, seconded by West and carried by those present.

**4. Additions and Deletions:** Added to Old Business were Employee Time Sheets and response to the AT&T cell tower proposal, and to New Business, signing of the Constables Warrant for unlicensed dogs.

**5. Warrants:** Dezendorf made motions to approve the following Warrants, all seconded by West:

**WARRANT 51901 Payroll \$12,261.94**, signed by three of five members in advance of the meeting and carried by a majority of those present with one abstention.

**WARRANT 51902 Payroll Taxes \$4,426.31**, signed by three of five members in advance of the meeting and carried a majority of those present with one abstention.

**WARRANT 51903 General Fund \$2,743.29**, carried by those present.

**WARRANT 51904 General Fund \$8,555.76**, carried by those present.

**WARRANT 51905 Highway Fund \$1,086.92**, carried by those present.

**WARRANT 51906 Equipment Fund \$5,768.24**, carried by those present.

**WARRANT 51907 Equipment Fund \$32.12**, carried by those present.

**6. Members of the Public:** Dezendorf made a motion: **To suspend the rules in order to meet with members of the public**, seconded by West and carried by those present.

Julia Hampton of West River Valley Thrives was welcomed and gave a report of her organization's effort to curb misuse of tobacco, drugs and alcohol by children.

**7. Reports: Highway Report:** Dezendorf updated the Board regarding Warranty work still being done by DeLurey on T-9 and the bid process for tree cutting in the Town's rights-of-way. He said that new brakes, bushings and bearings had been installed in T-1. West asked if the Town could reduce the cost of Highway Department uniforms and Dezendorf said that while the issue has been raised many times in the past, it could certainly be looked into further.

**Law Enforcement:** Two contract proposals for 2015 have been received from the Windham County Sheriff's Department and Board members will review the differences.

**Town Clerk's Report:** The Town Clerk's cash journal reports for the prior two weeks were received.

**Treasurer's Report:** Daigneault reported that the current balance in the General Fund was \$549,462.73 and that \$23,775 remained outstanding on the 1st quarter tax receipts; \$30,613 on the 2nd quarter, and \$41,254 on the 3rd quarter.

Deaendorf reported on communications with FEMA regarding their final close-out of the more-than 200 pages of Irene reconstruction documents submitted for the East Hill Road project and expressed hope that reimbursement of Townshend's costs would arrive before the end of the fiscal year.

**Emergency Management Report:** Dezendorf reported that Townshend's Hazard mitigation plans, which he would be working on next, would be specific for the municipality and not just the plans adopted by the Windham Regional Commission.

**8. Correspondence:** None at this time.

**9. Old Business: AT&T Cell phone Tower Response:** Lengthy discussion ensued as to what the Select Board's response to the AT&T's proposal for installation of a 140 foot cell phone tower on land behind the library should include.

Hunt reported that the Planning Commission would be endorsing the project without condition. Hege indicated that nowhere in the proposal appeared a commitment to securing the premises with fencing and that there was no mention of insurance coverage for rescue costs, should

climbing be necessary. Dezendorf expressed a need to attach both UHF and VHF repeater antennas to the structure.

While the Select Board will and the public generally seems to favor the installation of this cell phone tower, security provisions, insurance coverage and additional antenna attachments will be requested.

**Purchasing Policy:** The Board requested that a workshop be scheduled for May 29, 2014, and that Hunt print out model policies from VLCT and local communities for guidance.

**Ancient Roads:** West asked Hunt to make a list of abutters to the remaining five ancient roads that the Select Board should deal with, and look at the scheduling requirements for public hearings on these.

**Timesheets:** Hege spoke at length of her disappointment in a few elected officials continuing to express objections to using a standard, simplified form to record the hours they've worked. Recently, as many as six different forms were being received by the finance office from different municipal departments. Numerous errors appeared on those forms, week after week. The Town has a serious obligation to accurately enter and track healthcare, social security, retirement, Medicare, workers compensation, Federal and State tax deductions. Tremendous labor is involved in preparing and reviewing payroll and withholding Warrants, filing monthly, quarterly and annual payment reports. Having to present time sheets, (filled out by elected officials who think it mature to record their hours with crayons), to local, independent, State and Federal auditors, is conduct unprofessional and demeaning to the Town.

**10. New Business:** Dezendorf made a motion: **To issue the Warrant to the Constable, as required by State statute, to impound and destroy all unlicensed dogs,** seconded by West and carried by those present.

**11. Other Business:** Hege announced that after interviews for the bookkeeper's position, and after discussions with Catherine Cathcart, the Select Board had offered her the position on a trial basis, beginning May 12, 2014. Dezendorf made a motion: **To ratify the Select Board's selection of Catherine Cathcart to fill the bookkeeper's position for \$16.00 per hour until June 30, 2014, with a review to be conducted, thereafter,** seconded by West and carried by those present.

**12. Executive Session:** None at this time.

**13. Meeting Schedules:**

**Regular Meeting:** May 19, 2014 @ 6:00 p.m.

**14. Adjournment:** West made a motion: **To adjourn at 8:02 p.m.**, carried by those present.

Respectfully submitted,

Craig K. Hunt, assistant