

Approved: 05/19/14

**Townshend Select Board
Minutes
May 5, 2014**

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

In Attendance: Joe Daigneault; Kurt Bostrom; Irvin Stowell; Richard Melanson (BCTV); Craig Hunt

1. Call to Order: Hege called the Meeting to Order at 6:07 p.m.

2. Approval of the Minutes: LaPointe made a motion: **To approve the Minutes of April 21, 2014**, seconded by West and carried by those present.

West made a motion: **To approve the Minutes of April 24, 2014**, seconded by LeCours and carried by those present.

3. Additions and Deletions: Added to Correspondence was a letter from Bob DeSiervo and to Old Business, Ancient Roads and Property Maps.

4. Warrants: LaPointe made motions to approve the following Warrants:

WARRANT 50501 Payroll \$4,668.83, seconded by West and carried by those present with one abstention.

WARRANT 50502 Payroll Taxes \$3,138.65, seconded by West and carried by those present with one abstention.

WARRANT 50503 General Fund \$17.97, seconded by West and carried by those present.

WARRANT 50504 General Fund \$12,271.11, seconded by Dezendorf and carried by those present.

WARRANT 50505 Highway Fund \$558.38, seconded by Dezendorf and carried by those present.

WARRANT 50506 Equipment Fund \$3,891.48, seconded by Dezendorf and carried by those present.

5. Reports: **Highway Report:** Bostrom discussed with the Board having Hammond Engineering submit a grant application from V-Trans for construction costs of the Grafton culvert and Dezendorf made a motion: **To have Hammond Engineering proceed with the application process**, seconded by West and carried by those present.

Dezendorf explained to the Board having spoken with a resident who's car suffered damage from a fallen tree on a Town highway, and Hunt was instructed to have Townshend's insurance adjuster contact the resident.

Bostrom informed the Board that he had spoken with three companies to request bids for cutting trees in the Town's rights-of-way. Hege then read the letter from Bob DeSiervo, Townshend's Tree Warden, requesting a cutting schedule for the trees identified last summer as needing to be taken down. Dezendorf said that he'd work with Bostrom to get a bid package together for tree companies to present estimates with.

Bostrom reported on the need for brake work on T-1 and the continuation of engine work at DeLurey's on T-9, under Warranty.

Bostrom said that the park benches would be put on the Common next week and that work would begin on the JD544 loader to fix the access ladder.

Discussion ensued about the need for road sweeping services in only a few sections and about roadside mowing specifications.

Law Enforcement: None at this time. Hunt was asked to contact Sheriff Clark and request contract proposals for 2015.

Town Clerk's Report: None at this time.

Treasurer's Report: Daigneault reported that the current balance in the General Fund was \$452,203.63 and that \$24,000 remained outstanding on the 1st quarter tax receipts; \$33,000 on the 2nd quarter, and \$44,000 on the 3rd quarter.

Hunt was requested to look at the balances in the RDAG funds for reimbursing costs to the General Fund, in part, of the new boiler and the fire doors installed in Town Hall.

Emergency Management Report: Nothing at this time.

6. Members of the Public: Irvin Stowell was welcomed and reminded the Board that though the Ancient Roads Committee had finished its tasks and submitted its recommendations almost two years ago, there was considerable work that the Select Board needed to do prior to January 2015 deadline. West agreed to review the documents and propose schedules for completing the site visits and holding the final public hearings.

7. Correspondence: An engineering proposal from AT&T for erecting a cell phone tower on land behind the Library was received. The proposal includes a request for the Select Board to submit its comments about the project and

sets a schedule for a test balloon to be raised from the site to 140 feet on the morning of May 15, 2014.

8. Old Business: Purchasing Policy: The Board requested that Hunt contact officials from all departments and try to schedule a workshop to discuss implementation of a purchase requisition system for municipal and highway spending, tentatively, May 13th.

Timesheets: New payroll timesheets, intended to reduce inconsistencies and provide supervisory budgetary control, were discussed. Hege read a note upon one form that was returned, filled out in crayon, declaring the new timesheets to be a waste of time.

Ancient Roads: West reiterated the need to move forward on the assessment of ancient corridors in the next few weeks and complete the public hearings this summer.

Property Maps: The new property maps, supposed to have been completed in 2012, have just been received, revised. Hege said that the Listers would review them in the next few weeks and recommend whether they need any further changes. Hege also announced that a Board of Abatement meeting would be scheduled to correct a church that received a tax assessment for 2013-14 and a parcel, made contiguous, that wasn't taxed.

9. New Business: None at this time.

10. Other Business: LeCours informed the Board that Townshend was being requested to close Ellen Ware Road during the morning of August 5, 2014, for the NewBrook 5K Run. Dezendorf made a motion: **To close Ellen Ware Road between 8:00 a.m. and 12:00 p.m. for the NewBrook 5K Run on August 5, 2014**, seconded by West and carried by those present.

11. Executive Session: None at this time.

12. Meeting Schedules:

Special Meeting: May 8, 2014 at 6:00 p.m.

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

13. Adjournment: LaPointe made a motion: **To adjourn at 8:50 p.m.**, carried by those present.

Respectfully submitted,

Craig K. Hunt, assistant