

approved: July 7, 2014

**Townshend Select Board  
Minutes  
June 16, 2014**

**Present: Select Board:** Kathy Hege; Bob LeCours; Dale West  
**In Attendance:** Joe Daigneault; Kurt Bostrom; Holly Hockertlotz; Ryan Hockertlotz; Richard Melanson (BCTV); Craig Hunt

**1. Call to Order:** Hege called the Meeting to Order at 6:00 p.m.

**2. Approval of the Minutes:** West made a motion: **To approve the Minutes of June 2, 2014, as corrected**, seconded by LeCours and carried by those present.

**3. Additions and Deletions:** Added to Old Business was Town Hall Heating System and removed from Old Business, discussion about the compactor.

**4. Warrants:** West made motions to approve the following Warrants, all seconded by LeCours:

**WARRANT 61601 Payroll \$9,496.40**, carried by those present.

**WARRANT 61603 and 61610 General Fund \$7,520.01**, carried by those present.

**WARRANT 61604 Equipment Fund \$14,537.11**, carried by those present.

**WARRANT 61605 General Fund \$1,277.53**, carried by those present.

**WARRANT 61606 General Fund \$226,235.94**, carried by those present.

**WARRANT 61607 General Fund \$553,865.86**, carried by those present.

**WARRANT 61608 Equipment Fund \$14,657.40**, carried by those present.

**WARRANT 61609 Highway Fund \$10,375.02**, seconded by LeCours and carried by those present.

**5. Highway Report:** Bostrom reported that the hydraulic study on the Deer Ridge culvert would take place on June 20th. West asked Bostrom to look into repairing the historic stone arch bridges. Bostrom said that the curbstones at the Library

would be replaced sometime this summer. He then requested that the Board approve a contract for renting a roadside mowing machine.

Asked by Hege about the \$10,000 grant received for work on Simpson Brook Road expiring on June 30th, Bostrom said that it was a Better Backroads grant, but that ANR would not permit the necessary work.

Bostrom reported that the rubbish truck needed hydraulic line replacements; that he would validate the bids for cutting right-of-way trees; that the new plow truck was on order and should go to TENCO for body work by the end of July. He informed the Board that bids should go out for paving Athens Road and the lower part of East Hill and that he needed to buy culverts.

With regard to Bridge 42, being engineered by Beck Engineering, the RFP for reconstruction won't be going out until next year. Bids for the Grafton Road Culvert, however, will be sought right after July 1st.

Bostrom informed the Board that gravel crushing should be scheduled and wanted the revenue earned from logging at the gravel pit to be used for pulling stumps and expanding the pit.

**Deputy Health Officer:** Holly Hockerlotz was welcomed and West made a motion: **To find that a premature general discussion of the Deputy Health Officer's inspection would clearly cause the tenant and the municipality to suffer a substantial disadvantage because the Board of Health risks disclosing its legal strategy if it discusses the response to the inspection report in public,** seconded by LeCours and carried by those present.

West made a motion: **To convene as the Board of Health and enter Executive Session with Holly Hockertlotz and Craig Hunt at 6:36 p.m., to discuss the Deputy Health Officer's inspection and possible actions under the provisions of Title I, section 313(a)(1)(E) of the Vermont Statutes,** seconded by LeCours and carried by those present.

At 7:10 p.m., West made a motion: **To return from Executive Session, carried by those present.** As a result, the Deputy Health Officer will pursue avenues discussed with the Board.

**Law Enforcement:** None at this time.

**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 \$1,038,908.51. Following brief discussion, West made a motion: **To instruct the Treasurer to cause the RDAG certificate of deposit to roll over for a term not to exceed one year,** seconded by LeCours and carried by those present.

**6. Board Member Resignation:** Hege read the resignation letter of David Dezendorf. West made a motion: **To accept the resignation of David Dezendorf from the Select Board with regret,** seconded by LeCours. Hege then enumerated many of the contributions, achievements and efforts of Dezendorf during his term, and the motion carried by those present.

LeCours made a motion: **To enter into Executive Session at 7:23 p.m., with Hunt to discuss the appointment of a public officer under 1. V.S.A. section 313(a)3,** seconded by West and carried by those present.

At 7:36 p.m., LeCours made a motion: **To return from Executive Session,** carried by those present. As a result of Executive Session, West made a motion: **To appoint Carole Melis to fill the Select Board seat vacated by David Dezendorf until the next Town Meeting,** seconded by LeCours and carried by those present.

**7. Members of the Public:** None at this time.

**8. Correspondence:** Hege acknowledged receipt of a letter from resident Thomas Chase, requesting a meeting with the Select Board to discuss the veteran's exemption tax levied upon his property. Because Mr. Chase was unable to attend tonight, Hege felt it appropriate to refrain from reading the letter until the next meeting, when Mr. Chase could attend.

A letter from SEVCA was received expressing appreciation for the donation granted at Town Meeting.

An letter offering to purchase a parcel of municipal land was tabled until the next meeting.

**9. Old Business: Purchasing Policy:** West made a motion: **To adopt the revised Townshend Good and Services Purchase Policy, effective July 1, 2014,** seconded by LeCours and carried by those present. Hunt was instructed to post the policy and ensure that all departments received a copy.

**Ancient Roads:** The Board confirmed the schedule of July 21, 2014, at 5:30 p.m., for a Public Hearing to consider the affirmation of all Class 4 Roads owned by the Town, but not yet on the V-Trans map.

**Town Hall Heating System:** Board members discussed the need to review and select the best option for implementing completion of the Town Hall heating system.

**10. New Business: Bookkeeper Resignation:** Hege summarized her telephone conversation with Catherine Cathcart on June 9, 2014, during which Ms. Cathcart resigned as bookkeeper.

**Listers Filing Extension:** West made a motion: **To ratify a decision made by a quorum of the Select Board out of session to grant the Listers office a 30-day extension of time to file the Grand List Abstract,** seconded by LeCours and carried by those present.

**Windham County Humane Society Contract:** By general consent, consideration of this contract between the Town of Townshend and the Windham County Humane Society was postponed until the next Select Board meeting.

**11. Other Business: Executive Session:** LeCours made a motion: **To enter into Executive Session at 8:30 p.m. with Daigneault and Hunt to discuss possible action against a public officer or employee under 1. V.S.A. 313(a)3,** seconded by West and carried by those present.

At 8:47 p.m., West made a motion: **To return from Executive session,** carried by those present, and, as a result no action was taken.

LeCours made a motion: **To enter into Executive Session at 8:49 p.m. to discuss the employment of an employee,** seconded by West and carried by those present.

At 9:00 p.m., LeCours made a motion: **To return from Executive Session,** carried by those present. As a result of Executive Session, West made a motion: **To hire Kristine Grotz-Kuch as bookkeeper, effective July 1, 2014, subject to receiving her resignation as a Townshend Auditor on or before that date,** seconded by LeCours and carried by those present.

**12. Meeting Schedules:**

**Scott Bridge Meeting:** June 30, 2014 @ 6:00 p.m.

**Regular Meeting:** July 7, 2014 @ 6:00 p.m.

**13. Adjournment:** LeCours made a motion: **To adjourn at 9:04 p.m.,** carried by those present.

Respectfully submitted,

*Craig K. Hunt, assistant*