

approved: 10-05-2015

TOWNSHEND SELECT BOARD

Meeting Minutes
September 21, 2015

Present: Kathy Hege; Kit Martin; Irvin Stowell; Robert Wright

In Attendance: Joe Daigneault; Kurt Bostrom; Dale West; Craig Hunt

1. Call To Order: Hege called the meeting to Order at 6:01 p.m.

2. Approval of the Minutes: Stowell made a motion: **To approve the Minutes of September 7, 2015**, seconded by Wright and carried by those present.

3. Additions and Deletions: Added to Correspondence, a letter of request from to use the Town Common: added to New Business, joint correspondence with the Planning Commission regarding the condition at Townshend Dam; deleted from the Treasurer's report was a Budget Status Report.

4. Reports: Highway: Bostrom reported that Springfield Paving had completed the Athens and Grafton Road projects and that Rice Tree Service still was not done with cutting along Grafton Road.

Following brief discussion, Wright made a motion: **To approve the purchase of up to 5,000 cubic yards of sand at \$13.50 per yard from Cersosimo for winter road maintenance**, seconded by Martin and carried by those present.

Law Enforcement: Nothing at this time.

Town Clerk: The Select Board reviewed the Town Clerk's cash journal reports from the prior weeks.

Treasurer: Daigneault reported that the General Fund checking account held a balance of \$1,144,545.14, before Reserve accounts were deducted and prior to the payment of Warrants before the Board.

Stowell made a motion: **To instruct the Treasurer to segregate from the General Fund checking account funds that have and will be received for the next town-wide reappraisal**, seconded by Wright and carried by those present.

Wright made a motion: **To approve a draft letter from the Treasurer in response to a State request for accounting changes**, seconded by Stowell and carried by those present.

5. Members of the Public: Dale West was welcomed and requested that an RFP be considered for the engineering, purchase and installation of the Highway and Fire Department communications antennas to be placed on the AT&T cell-phone tower when it is erected. Though it is not known when that tower will be put into place, West

reminded the Board that, as it would probably take a few months to get involved parties coordinated, contracting for the antenna services should be on the “to do” list.

6. Warrants: Wright made motions to approve the following Warrants, all seconded by Stowell:

- 92101 Payroll \$10,542.47**, carried by those present.
- 92102 Payroll Deductions \$4,192.07**, carried by those present.
- 92103 General Fund - Schools \$585,721.68**, carried by those present.
- 92104 General Fund \$17,229.65**, carried by those present.
- 92105 Highway Fund \$3,769.68**, carried by those present.
- 92106 Equipment Fund \$4,947.55**, carried by those present with one abstention.
- 92107 Equipment Fund \$803.22**, carried by those present with one abstention.
- 92108 Highway Fund \$100.00**, carried by those present with one abstention.

7. Correspondence: A letter from Tiz Garfield was read with appreciation suggesting greater utilization of the Windham Regional Commission, specifically for assistance in applying for newly-categorized State grants. During discussion, Martin suggested that it would be beneficial to have our local representative, Emily Long, attend a Select Board meeting for clarification on State reclassification of municipal entitlements.

A request was received from Christina Aguiar at Grace Cottage Hospital for use of the Town Common for a fund-raising event and Martin made a motion: **To allow the use of the Town Common on October 17, 2015, or October 18, 2015, for a fund-raising event**, seconded by Stowell and carried by those present. Discussion continued regarding event involving a walk along Route 35 from the Town Common to Deer Ridge Road. The Select Board did not receive a permit for that walk and took no action to endorse it. Hunt was asked to clarify the Town’s position with Ms. Aguiar regarding the use of public thoroughfares.

Hege noted that the Townshend Church will be celebrating its 225 anniversary with special events on September 26, 2015.

Legal Correspondence: Martin made a motion: **To find that premature public disclosure of correspondence from the Town’s attorney would put the Townshend Select Board at a substantial disadvantage because to do so would reveal its legal strategy**, seconded by Wright and carried by those present.

Executive Session: Marin made a motion: **To enter into Executive Session at 7:21 p.m. under 1 V.S.A. 317(c)(4) to discuss correspondence from the Town’s attorney**, seconded by Wright and carried by those present.

The Select Board returned from Executive Session at 7:43 p.m. and, as a result, Martin made a motion: **To refer a letter addressed to the Select Board from Hans Reelick to the Board of Abatement on the advice of Town counsel**, seconded by Wright and carried by those present.

8. Old Business: Officer Appointments: None at this time.

Bookkeeper Scheduling: The Board requested that Hunt ask Terri Garland to attend the October 4th 2015, meeting to further discuss account reconciliations and her work schedule.

Grant Applications: Update: Hunt reported that applications for the PILOT program, Reappraisal Fund; Lister Education, Current Use reimbursement, and Equalization Study, now all grants instead of entitlements, were submitted prior to deadline.

East Hill FEMA: Update: Hunt reported that all further documentation requested by the State had been submitted and that FEMA was reviewing the East Hill Road reconstruction following tropical storm Irene for close-out and reimbursement.

9. New Business: Town Report: Following discussion about Townshend's Auditors not showing up to audit the books and being unprepared to craft a Town Report for the 2016 Town Meeting, Martin made a motion: **To have the Select Board appoint a committee to prepare the 2016 Town Report**, seconded by Stowell and carried by those present. Hunt was asked to post a request to solicit volunteers for the committee.

2016-17 Budget: Hunt was instructed to send a memo to all departments requesting that FY2016-17 budget proposals and FY2015-16 annual reports be drafted and submitted prior to November 2, 2015.

Townshend Dam Letter: A letter endorsed by the Planning Commission, addressed to Vermont's State and Federal representatives and concerning water and other conditions at the Townshend Lake, was presented to the Select Board for its consideration. Martin made a motion: **To authorize the chair to sign the joint letter from the Select Board and Planning Commission and address additional copies to the Army Corps of Engineers and the Connecticut River Flood Control Authority**, seconded by Stowell and carried by those present.

10. Other Business: Eagle Creek Hydro: Discussion ensued regarding construction activities at the Townshend Dam by contractors for Eagle Creek Hydro and the encroachment of these contractors onto Dam Road. Martin made a motion: **To appoint Irv Stowell as the Select Board's representative to speak with contractors for Eagle Creek Hydro about use of the Dam Road**, seconded by Wright and carried by those present.

11. Meeting Schedules: Regular Meeting: October 5, 2015, at 6:00 p.m.

12. Adjournment: Stowell made a motion: **To adjourn at 8:23 p.m.**, carried by those present.

Respectfully submitted,

Craig K. Hunt