

approved: 02/01/16

TOWNSHEND SELECT BOARD

Meeting Minutes January 18, 2016

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

In Attendance: Joe Daigneault; Kurt Bostrom; Laura Sibilia; Alex Beck; Richard Melanson; Craig Hunt

1. **Call To Order:** Hege called the meeting to Order at 6:05 p.m.
2. **Approval of the Minutes:** Stowell made a motion: **To approve the Minutes of January 4, 2016**, seconded by Wright and carried by those present with one abstention.
3. **Additions and Deletions:** Added to Correspondence was a report from the Auditors and a letter to the Select Board from Patrick Kiernan. Deleted from Old Business were updates on municipal land sales and the publication of Notices.
- 4: **Reports: Highway Department Report:** Bostrom reported that the culvert inventory was complete and that T-9 had been taken to DeLurey for warranty repairs on the turbo unit which, upon bringing it back, still had problems. Payroll policy misunderstandings were briefly discussed.
Martin made a motion: **To find that premature disclose would place the municipality at a significant disadvantage if certain information was made public**, seconded by Wright and carried by those present.
Martin made a motion: **To enter into Executive Session at 6:17 p.m. under 1 V.S.A. 313a-3 for employee evaluations with Bostrom**, seconded by Wright and carried by those present.

The Board returned from Executive Session at 6:30 and, as a result, the Highway Foreman will be addressing issues with an employee and give a formal report to the Select Board.

Law Enforcement: None at this time.

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

Treasurer's Report: Nothing at this time.

Timesheets: Following review of timesheets submitted for the payment of wages by elected officials and employees, Martin made a motion: **To purchase and install timeclocks and surveillance cameras both at the Town Hall and the Highway Garage**, seconded by Wright and carried by those present. Hunt was instructed to get equipment prices prior to the next meeting.

5. **Warrants:** Wright made motions to approve the following Warrants:
01181 Payroll \$6,368.28, seconded by Martin and carried by those present.
01182 Deductions \$2,476.14, seconded by Martin and carried by those present.
01183 General Fund \$8,943.77, seconded by Martin and carried by those present.
01184 General Fund \$1,776.74, seconded by Martin and carried by those present.

01185 Payroll \$11,994.46, seconded by Martin and carried by those present.
01186 Deductions \$5,205.84, seconded by Martin and carried by those present.
01187 Equipment Fund \$785.13, seconded by Martin and carried by those present.
01188 Highway Fund \$907.38, seconded by Martin and carried by those present.
01189 Equipment Fund \$1,276.57, seconded by Stowell and carried by those present.
0118-10 Equipment Fund \$866.82, seconded by Stowell.

Martin made a motion: **To amend Warrant 0118-10 to \$466.60**, seconded by Stowell and carried by those present. The motion, **To approve Warrant 0118-10 at \$466.60**, then was carried by those present.

0118-11 Highway Fund \$130.30, seconded by Stowell and carried by those present.

0118-12 Highway Fund \$100.00, seconded by Stowell and carried by those present.

6. Members of the Public: From 7:15 p.m. until 8:10 p.m., Alex Beck and Laura Sibilia briefed the Select Board on the SeVEDS program, its achievements and goals for economic growth in Windham County.

7. Correspondence: Auditors Report: Hege read a report received by the Auditors containing FY2014-15 close-out figures, noting that the Auditors figures did not match those that the Select Board had set the FY2015-16 tax rates, the FY2016-17 proposed budget upon, nor were the same figures as supplied to the Auditors from the finance office.

Kiernan: Hege read correspondence from Patrick Kiernan regarding his wage payment demand from the previous fiscal year, and Martin made a motion: **To find that premature disclosure would put the municipality at significant disadvantage if certain information was made public**, seconded by Wright and carried by those present.

Martin then made a motion: **To enter Executive Session at 8:20 p.m. under 1 V.S.A. 313a-f to discuss attorney/client communications**, seconded by Wright and carried by those present.

The Board returned from Executive Session at 8:45 p.m. and, as a result, Martin made a motion: **To instruct Hunt to send a letter to Kiernan denying payment of wages for working as an auditor in March and April of 2015 and denying reimbursement for travel in March of 2015, as requested by Kiernan in December 2016, and twice denied already by the Select Board**, seconded by Wright and carried by those present.

8. Old Business: Knox Box Policy: Martin made a motion: **To table discussion of a policy to govern access to Knox Boxes until Townshend's Emergency Management Director provides an advisory**, seconded by Wright and carried by those present.

9. New Business: Town Meeting Warning: Following brief discussion, Martin made a motion: **To approve the 2016 Town Meeting Warning as presented, under condition that no petition amending the Articles in the Warning is submitted prior to the deadline**, seconded by Wright and carried by those present.

Town Report Publishing Contract: Martin made a motion: **To award the contract for publishing the 2016 Town Report to Prospect Communications for a sum not to exceed \$1,237.60, as recommended by Townshend's Auditors**, seconded by Wright and carried by those present.

10. Other Business: None at this time.

11. Meeting Schedules: Regular Meeting: February 1, 2016, at 6:00 p.m.

12. Adjournment: Stowell made a motion: **To adjourn at 9:30 p.m.**, carried by those present.

Respectfully submitted,

Craig K. Hunt