

approved: 03/22/16

## TOWNSHEND SELECT BOARD

### Meeting Minutes

March 8, 2016

**Present:** Kathy Hege; Kit Martin; Irvin Stowell

**In Attendance:** Joe Daigneault; Kurt Bostrom; Elaine Hill; Dale West; Richard Melanson; Craig Hunt

**1. Call To Order:** Hege called the meeting to Order at 6:11 p.m.

**2. Approval of the Minutes:** Hege made a motion: **To approve the Minutes of February 15, 2016**, seconded by Stowell and carried by those present.

Hege made a motion: **To approve the Minutes of February 29, 2016**, seconded by Martin and carried by those present.

Hege made a motion: **To approve the Minutes of March 1, 2016**, seconded by Stowell and carried by those present.

**3. Additions and Deletions:** The survey for the Army Corps of Engineers, lease Notices for Grace Cottage Hospital and SOVEREN Solar, and Notice for re-certification of the Transfer Station were added to Old Business.

**4: Reports: Highway Department Report:** Bostrom discussed adding of Bridge 27 to the V-Trans priority list for grant consideration. He provided the Board with a letter for the personnel file pertaining to actions he'd taken regarding an employee and informed the Board that he was taking steps to straighten out billing problems with three different vendors.

**Law Enforcement Report:** 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:** Daigneault confirmed having received a check from the State Department of Taxation for 2016 reappraisal funds and having opened a one-year Certificate of Deposit in the amount of \$103,804.58, as a reappraisal reserve, per instructions of the Select Board. He reported that there was currently \$1,569,299.36 in the General Fund account, a third of which would be sent to Leland & Gray and Townshend Elementary Schools next week.

**5. Executive Session:** Martin made a motion: **To enter Executive Session under 1 V.S.A. 313-a-b at 6:38 p.m. with Elaine Hill and Craig Hunt to discuss personnel**, seconded by Stowell and carried by those present.

The Board returned from Executive Session at 6:56 p.m., and, as a result, no action was taken.

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

- 30801 **Payroll \$10,601.13**, carried by those present.
- 30802 **Deductions \$4,219.78**, carried by those present.
- 30803 **General Fund \$3,573.50**, carried by those present.
- 30804 **General Fund \$1,302.33**, carried by those present.
- 30805 **Highway Fund \$1,084.46**, carried by those present.
- 30806 **General Fund \$20,221.22**, carried by those present.
- 30807 **Highway Fund \$111.48**, carried by those present.
- 30808 **Equipment Fund \$3,177.57**, carried by those present.
- 30809 **General Fund \$593.59**, carried by those present.
- 30810 **Highway Fund \$5,192.67**, carried by those present.
- 30811 **Equipment Fund \$1,823.40**, failed.
- 30812 **Payroll \$11,122.07**, carried by those present.
- 30813 **Deductions \$4,556.15**, carried by those present.

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

**8. Correspondence:** Hege read a letter from Henry Pinckney requesting an update on the installation of Blind Peron signs on Depot Road. Hunt was instructed to send a letter to Mr. Pinckney stating that when the ground thawed the signs would be installed.

Hege informed Board members that the Hazard Mitigation Plan, approved by the Select Board, had been accepted by FEMA.

Hege briefed Board members on new regulations being contemplated in Montpelier that would cause a price increase in waste disposal fees. As Townshend's tipping fees and PAYT trash bag costs are budgeted for next year, any new regulations will have to be accounted for. Martin then informed Board members that bags, other than Townshend's, were showing up in the compactor.

**9. Old Business: Army Corps of Engineers Survey:** Hunt was instructed to follow up with surveyors to satisfy the Dam Road Culvert easement requirement.

**Lease Notices: Grace Cottage Hospital and SOVEREN Solar:** Hunt was instructed to discuss leases with the Town attorney.

**Transfer Station Re-Certification:** Hunt was instructed to send out letters to abutters of the Townshend Transfer Station and prepare a legal Notice for publication.

**Knox Box Key Policy:** Nothing at this time.

**Personnel Policy:** Hege proposed that the Select Board hold a workshop on March 17, 2016, at 6:00 p.m., to discuss revisions to the Personnel Policy including the use of time-recording machines.

**10. New Business: Liquor License:** Martin made a motion: **To approve the application from Vermont Staple Goods for a Second Class Liquor License**, seconded by Stowell and carried by those present.

**Officer Appointments:**

Martin nominated Carole Melis and Charmayne Shirks to be 911 Coordinators, seconded by Hege and carried by those present.

Hege nominated Brian Schmidt to be TFD's 911 Liaison, seconded by Martin and carried by those present.

Martin nominated Craig Hunt to be Cell Phone Tower Coordinator, seconded by Stowell and carried by those present.

Martin nominated Craig Hunt to be Energy Coordinator, seconded by Stowell and carried by those present.

Martin nominated Irvin Stowell to be FEMA Administrator, seconded by Hege and carried by those present.

Martin nominated Amon DeWitt and Craig Hunt to be Fence Viewers, seconded by Stowell and carried by those present.

Martin nominated Carole Melis, Ernest Redfield and Ellen Fuller to administer the Howard Legacy Fund, seconded by Stowell and carried by those present.

Martin nominated Robert Wright to be Inspector of Shingles and Inspector of Wood and Timber, seconded by Stowell and carried by those present.

Martin nominated the elected Constables to be Animal Control Officers, seconded by Stowell and carried by those present.

Martin nominated Kristina Wright to serve on the Recreation Committee, seconded by Stowell and carried by those present.

Martin nominated Kathy Hege to be RESCUE Inc Representative, seconded by Stowell and carried by those present.

Martin nominated Kathleen Greve to serve on the Social Services Screening Committee, seconded by Stowell and carried by those present.

Martin nominated Cynthia Davis to be Town Service Officer, seconded by Stowell and carried by those present.

Martin nominated Robert DeSiervo to be Tree Warden, seconded by Stowell and carried by those present.

Martin nominated Susan LeCours to be Valley Cares Representative, seconded by Stowell and carried by those present.

Martin nominated Joe Daigneault, Margaret Bills and Susan Hunt to be Weighers of Coal, seconded by Stowell and carried by those present.

Martin nominated the elected Constables to serve as liaisons to the Windham County Sheriff's Office, seconded by Stowell and carried by those present.

Martin nominated John Evans to be Townshend's representative to the Windham Regional Commission for traffic studies, seconded by Stowell and carried by those present.

Martin nominated Irvin Stowell and Dale West to be Windham Solid Waste Management Commissioners, seconded by Hege and carried by those present.

**11. Other Business:** None at this time.

**12. Meeting Schedules: CRVFCC Meeting in Greenfield, MA:** March 4, 2016 @ 9:30 a.m.

**Workshop:** March 17, 2016, at 6:00 p.m.

**Regular Meeting:** March 22, 2016, at 6:00 p.m.

**13. Adjournment:** Stowell made a motion: **To adjourn at 8:18 p.m.**, carried by those present.

Respectfully submitted,

Craig K. Hunt