

approved 08/02/16

TOWNSHEND SELECT BOARD

Meeting Minutes

July 12, 2016

Present: Kathy Hege; Kit Martin; Robert Wright; Kyle LaPointe

In Attendance: Joe Daigneault; Kurt Bostrom; Richard Melanson, BCTV; Craig Hunt

1. Call To Order: Following a Workshop scheduled at 5:30 p.m. to discuss the FY2016-17 tax rates, Hege called the meeting to Order at 6:01 p.m.

2. Approval of the Minutes: Martin made a motion: **To approve the Minutes of June 28, 2016**, seconded by Wright and carried by those present.

3. Additions and Deletions: Added to New Business was formal consideration of the FY2016-17 tax rates and a request for volunteers to serve on the Town Report Committee. Deleted from Highway was a planned Executive Session with the Highway Foreman.

4. Paving Bids: Hege opened three sealed bids solicited for paving projects on Grafton, East Hill and Depot roads. The results were:

Bazin Brothers	1,200 tons @ \$66.42 / ton	\$79,704.00
Lane Construction	1,240 tons @ \$65.60 / ton	\$81,344.00
Springfield Paving	1,145 tons @ \$60.48 / ton	\$68,700.00

Discussion ensued regarding the differences in pricing and Hunt was asked to contact and request that Bostrom attend the Select Board meeting. Martin made a motion: **To suspend further discussion about awarding a contract for paving projects until the Highway Foreman could make himself present**, seconded by Wright and carried by those present.

5: Reports: Highway Report: In Bostrom's absence, none at this time.

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

Law Enforcement Report: Hege noted that following a complaint about speeders on Route 35 and a request for specific patrols, the State Police appeared to in Townshend more frequently.

Treasurer's Report: Daigneault reported that there was currently \$749,170.28 in the General Fund checking account. The Board then reviewed specific municipal Reserve accounts, totaling \$115,045.17 that are included in that balance and Reserve accounts, totaling \$319,799.61 that are segregated individually.

LaPointe made a motion: **To instruct the Treasurer to assure that \$1,475.29 in surplus FY2015-16 taxpayer funds is accounted for and recovered from the Townshend Public Library**, seconded by Wright and carried by those present.

Board members then briefly discussed opportunities to pay certain vendors electronically and expressed a desire to maintain the oversight presently provided by Warrants and printed checks. Hunt was instructed to make sure that interest charges and late fees are not incurred by negligence of the Finance Office to pay bills on time.

Upon Bostrom's arrival at 6:30 p.m., the Board returned to discussion of the paving bids and, as a result, Martin made a motion: **To award to EME Management, (d.b.a., Springfield Paving), a contract for Townshend's paving projects, as specified in the bid received on July 12, 2016, for \$60.48 per ton, not to exceed \$80,000.00 total cost**, seconded by LaPointe and carried by those present with one abstention.

Bostrom then reported that, due to the recent rain, the Highway Department had been busy ditching. He also advised the Board on an issue with a culvert on Oakwood Cemetery Road and said that bank work on Plumb Road, for which the Town received a grant, would begin as soon as a utility pole was moved.

Martin raised concerns about a pattern of truck repair costs that seem excessive and unnecessary, citing specifics from current bills for diagnosing and repairing a chaffed wire and replacing a radiator cap. Together, dealership labor costs exceeded \$500.00, while parts required were only \$30.00, exclusive of travel and labor costs for the Town. Following discussion, Bostrom agreed to see if a local mechanic might be available.

Hege reminded Bostrom that all department incidents need to be written up and insurance claims filed immediately with copies coming to the Select Board.

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

71201 Payroll \$ 8,911.97, carried by those present.
71202 Taxes \$ 3,558.45, carried by those present
71203 General \$ 269.92, carried by those present.
71204 General \$ 3,188.44, carried by those present.
71205 General \$ 35.91, carried by those present.
71206 General \$ 9,444.78, carried by those present with one abstention.
71207 Hgwy \$ 115.19, carried by those present.
71208 Hgwy \$ 65.15, carried by those present.
71209 Equip \$ 8,535.19, discussion ensued, following which Martin amended the motion to: \$5,853.93, seconded by Wright and carried by those present.

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

8. Correspondence: None at this time.

9. Old Business: Officer Appointments: None at this time. The Board requested that members of the public consider volunteering for open positions, especially the Town Report Committee.

Notices: Hunt informed the Board that Notices for necessary Public Hearings would be posted during July.

Gazebo payment: Hege referenced correspondence from Hunt to Amica Mutual Insurance Co. demanding payment for gazebo damages, as promised last January.

Windham County Humane Society Contract: Martin made a motion: **To approve the 2016 contract for animal holding at the Windham County Humane Society**, seconded by LaPointe and carried by those present.

10. New Business: Martin made a motion: **To set the FY 2016-17 Tax Rates at:**

Homestead	\$2.0064
Non-Resident	\$1.8464

based upon a Grand List of \$1,798,670.00, seconded by LaPointe and carried by those present.

11. Executive Session: LaPointe made a motion: **To enter into Executive Session at 7:50 p.m., with Hunt, under 1 V.S.A. 313-a.e. for a personnel evaluation,** seconded by Wright and carried by those present. The Board returned from Executive Session at 8:50 p.m., and as a result, Hunt was instructed to submit an Employment Offering advertisement in the local papers.

12. Other Business: None at this time.

13. Meeting Schedules: The Board determined that it would be necessary to cancel the meeting of July 26, 2016, and re-scheduled it for:

Regular Meeting: August 2, 2016, at 6:00 p.m.

14. Adjournment: Wright made a motion: **To adjourn at 8:58 p.m.,** carried by those present.

Respectfully submitted,

Craig K. Hunt