

approved: October 24, 2017

TOWNSHEND SELECT BOARD

Meeting Minutes
October 10, 2017

Present: Kathy Hege; Robert Wright; Steve Frisk; Irv Stowell

In Attendance: Richard Melanson, (BCTV); Craig Hunt

1. Call To Order: Hege called the meeting to Order at 6:04 p.m.

2. Approval of the Minutes: Stowell made a motion: **To approve the Town Plan Public Hearing Minutes of September 26, 2017**, seconded by Frisk and carried by those present.

Wright made a motion: **To approve the Regular Meeting Minutes of September 26, 2017**, seconded by Frisk and carried by those present.

3. Additions and Deletions: To Correspondence, a letter from State Auditor Hoffer was added, and to Other Business, discussion about the Windham County Humane Society.

4. Highway Report: Mowing: Hunt relayed that Jake Beattie had signed a contract and roadside mowing should begin within the next week.

Windham Regional Commission Survey: Hunt and Hege reported having finally resolved deadline and compliance concerns with the Windham Regional Commission about the Municipal Road General Permit hydrological study and Townshend's Network Inventory. Hunt was instructed to contact WRC and have the surveys proceed.

Paving: Frisk asked if Bostrom had received the asphalt tonnage slips from Bazin Brothers for the paving project in August and Hunt relayed that they had not been received by the Finance office, yet.

Plumb Road Bank Stabilization: Hunt confirmed having begun the closeout for reimbursement from the State for the Plumb Road project, but said that it appeared that what was actually done differed considerably from the original plan submitted with the grant application.

Winter Sand: Hunt confirmed that Bostrom had received a bid from one vendor for winter sand. Last year, the Select Board limited the purchase of sand to 4,000 cubic yards, though use exceeded that amount. Hunt was asked to

solicit additional bids for the Board to review, and Wright made a motion: **For Townshend to purchase up to, but not exceed, 4000 cubic yards of winter sand during FY2017-18**, seconded by Frisk and carried by those present.

UniFirst Uniform: Hunt reported having met with a representative of UniFirst and eliminating charges for unnecessary and un-requested items which, during the past year, had raised the weekly invoice for service to the Highway Garage from \$65.00 to \$82.00. Following brief discussion, Hege requested that the Select Board decide whether to continue contracting with UniFirst. Wright then made a motion: **To sign a contract with UniFirst for Highway Department uniforms contingent upon a guarantee that prices not increase by more than 3.0% annually, and only if the terms of the contract limit Townshend's commitment to three years, or less**, seconded by Frisk and carried by those present.

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

Treasurer's Report: Hege reported that the General Fund checking account held a balance of \$1,065,846.99.

5. Warrants: Wright made motions to approve the following Warrants:

101001 Payroll \$ 9,476.07, seconded by Frisk and carried by those present.

101002 Taxes 3,731.29, seconded by Frisk and carried by those present.

101003 General 11,966.42, seconded by Stowell and carried by those present.

101004 Highway 5,983.47, seconded by Frisk and carried by those present.

101005 Highway 76,489.92, seconded by Frisk. Following discussion about still not having delivery slips from Bostrom to confirm asphalt tonnage, and noting that the original invoice was submitted for payment in August, the motion failed.

101006 Highway 82.97, seconded by Frisk and carried by those present.

101007 Equipment 2,917.23, seconded by Frisk and carried by those present.

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

7. Correspondence: Hege read a letter received from Vermont State Auditor Doug Hoffer announcing that a review would be conducted as to how the Highway Department responded to State bridge inspections in 2014-15, how it addressed inspection findings and what funds it had committed to repairs and replacement.

8. Old Business: Legal: Hege updated Board members on a "Tack Warrant" received by the Court in the Johnson matter, allowing Townshend's Constable to serve a Summons by attaching it to the premises.

Hege also updated the Board on having attended the scheduled Court Hearing in a civil case, with Hunt, only to spend two hours waiting upon the Plaintiff who didn't show up.

Parking: Hege described on-going efforts to address parking issues on Route 35 and noted that the Parking Ordinance limits parking to two hours from the intersection with Route 30 down to the Pharmacy.

9. New Business: Hunt distributed Budget Status reports of municipal spending through the current 1st quarter and new work sheets for the FY2018-19 budget proposal.

10. Other Business: Stowell expressed chagrin at having to pay an impoundment fee to the Windham County Humane Society in order to get his dog released and wishes to study the contract that Townshend has entered into with the Society.

11. Executive Session: Stowell made a motion: **For the Select Board to enter Executive Session at 7:10 p.m., with Hunt, under 1 V.S.A. 313a3 to evaluate an employee,** seconded by Wright and carried by those present.

The Board returned from Executive Session at 8:03 p.m., and, as a result, the Select Board will meet in Executive Session with Highway Foreman, Bostrom.

12. Meeting Schedule: Regular Meeting: October 24, 2017 @ 6:00 p.m.

13. Adjournment: Wright made a motion: **To adjourn at 8:06 p.m.,** carried by those present.

Respectfully submitted,

Craig K. Hunt