

**Townshend Select Board Minutes  
July 5, 2011**

**Present:**

**Select Board:** Hedy Harris; Jeff Russ; Bruce Bills; Steve Ovenden; Ryan Hockertlotz

**In Attendance:** Joe Daigneault; Kim Ellison; David Dezendorf; Dale Davis; Deputy LaFlam; Kurt Bostrom; Walter Royce; Craig Hunt

**1. Call to Order:** Harris called the Meeting to Order at 6:00 p.m.

**2. Approval of Minutes:** Ovenden made a motion: **To approve the Minutes of June 20, 2011, as corrected,** seconded by Harris, and carried by those present.

**3. Additions and Deletions:** To Correspondence, a letter received from Spiro Leristis was added. To Old Business, an update from Hockertlotz regarding Transfer Station operations was added.

**4. Warrants:** Hockertlotz made a motion: **To approve the Warrants of July 5, 2011,** seconded by Harris, carried by those present.

<b>General Fund</b>	<b>\$ 4,273.89</b>
<b>Highway Department</b>	<b>\$ 5,862.63</b>
<b>Payroll</b>	<b>\$ 12,123.57</b>

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

**Bookkeeper's / Treasurer's Report:** Daigneault and Ellison presented to the Board a pre-approved line of credit application from Peoples Bank to be drawn upon, as needed, to pay for the paving of Windham Hill Road while awaiting State reimbursement. Hockertlotz made a motion: **To approve and submit the pre-approved tax anticipation line of credit in the amount of \$250,000.00 to Peoples Bank,** seconded by Harris and carried by those present. Board members then signed the form.

Ellison presented the Board with a preliminary overview of taxes to be raised in the coming fiscal year,

and discussion ensued about perhaps setting the tax rates at the meeting on July 18th.

**Highway Foreman's Report:** Bostrom gave a favorable report on the status of the new highway truck being fabricated. Discussion then followed about completion of the culvert work on Windham Hill Road and Route 35 at Joyce's curve, and about the need to address beaver dams.

**Townshend Fire Department Report:** Russ compared bids received from Brunelle & Son, Ben Longo, Lewis Teich and Stewart Barker for repairing the Fire Station roof. Brunelle & Son appeared to be the lowest, and Ovenden made a motion: **To award a contract to Brunelle & Son, in the amount of \$34,976.00, subject to confirmation, for repair of the Townshend Fire Station roof,** seconded by Russ, and carried by those present.

**Law Enforcement Report:** Windham County Sheriff's Deputy LaFlam briefed the Board on two recent local thefts, and generally spoke about the Sheriff department's role in responding to animal control complaints.

**Emergency Management Director's Report:** Dezendorf provided the Board with updates on Fire Department pagers that have been ordered, and hand-held radios that hopefully will be ordered soon.

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

**7. Correspondence:** A letter to the Select Board, dated July 4, 2011, from Spiro Leristis, owner of the pizza restaurant on Route 30, was read. In the letter, Mr. Leristis requested that Townshend contract for repair to the Town's portion of sidewalk on the corner simultaneous with repairs that Mr. Leristis will be having D.M.I. undertake. The estimate is said to be around \$1500.00. Following discussion, Board members agreed upon the need for more information about the extent of the project proposal.

**8. Old Business:**

**Personnel Policy:** The Select Board held lengthy discussion with those present about Townshend's Personnel Policy, and the following changes were adopted:

Hockertlotz made a motion: **That municipal employees be paid at a rate of time-and-a-half after 8.0 hours of work on any regularly scheduled work day, (presently, week**

days), and at a rate of time-and-a-half for working any other days, (presently, weekends), seconded by Ovenden, and carried by those present.

Harris made a motion: **To, henceforth, calculate all leave time on a fiscal year basis, and to calculate all leave time for any employees hired during the year on a pro-rated basis,** seconded by Ovenden, and carried by those present.

Hockertlotz made a motion: **That all hours worked by municipal employees be paid at a rate of time-and-a-half in addition to regularly-scheduled Holiday pay,** seconded by Ovenden, and carried by those present.

Harris made a motion: **That at the end of the fiscal year, all unused municipal employee vacation time will be paid for, unless the employee requests that a maximum of two weeks of unused vacation time be carried over,** seconded by Ovenden, and carried by those present.

Transfer Station: Hockertlotz briefly updated the Board on the continuing studies of the Waste Management Committee regarding the future operations of Townshend's Transfer Station.

**9. New Business:** None at this time.

**10. Executive Session:** Harris made a motion: **To enter Executive Session at 9:30 p.m. to discuss personnel matters,** carried by those present.

The Board left Executive Session at 9:53 p.m., and as a result, Hockertlotz made a motion: **To authorize the Select Board Chair to contract with a professional consultant in an effort to resolve personnel issues,** seconded by Russ, and carried by those present.

**11. Meeting Schedules:**

Public Hearing: Vermont Community Development Grant for Valley Cares: 7/18/11 at 5:30 p.m.

Regular Select Board Meeting: 7/18/11 at 6:00 p.m.

**12. Adjournment:** Hockertlotz made a motion: **To adjourn at 9:56 p.m.,** carried by those present.

Respectfully submitted,

Craig K. Hunt, assistant