

**Townshend Select Board
Minutes
September 17, 2012**

Present: Select Board: David Dezendorf; Kit Martin; Jeff Russ; Chad Greenwood

In Attendance: Kim Ellison; Joe Daigneault; Kurt Bostrom; Cynthia Davis; Pat Rawson; Elizabeth Garfield; Donna Vondle; Deputy Tyler Cook; Richard Melanson (BCTV); Craig Hunt

1. Call to Order: Martin called the Meeting to Order at 6:00 P.M.

2. Warrants: Martin made motions to approve Warrants, seconded by Russ:

WARRANT 0917-5 Payroll Tax \$3,962.79, carried by those present.

WARRANT 0917-6 Payroll \$11,434.12, carried by those present.

WARRANT 0917-3 Highway \$24,370.79, carried by those present.

WARRANT 0904-1 Social Services \$14,770.00, carried by those present.

WARRANT 0904-2 General Fund \$520,936.16, (includes \$501,067.75 payments to schools), carried by those present.

Martin requested withholding consideration of Warrant 0917-4 until Dezendorf arrived.

3. Reports: Highway Department Report: Bostrom reported that, with assistance from the Windham Regional Commission, the culvert inventory was being brought up-to-date.

He then reported on a mishap that occurred when a load shifted in a Town truck and spilled gravel onto a car. Insurance forms were being filed, he said, for damages approximating \$1800.00.

Warranty work was being attended on other trucks; a new fuel pump was on order for the mower; winter sand had been delivered by Cersosimo.

Bostrom requested discussions with the Highway Commissioners later in the week about how to conduct employee evaluations.

The deadline for applying to the Vermont Equipment Loan Fund being October 15th, Bostrom agreed to finalize estimates for a new 1-ton truck.

Discussions about the need for a Winter Maintenance Policy, the taking of sand by individuals and the location of mailboxes within the Town's right-of-way, continued.

Bostrom provided the Board with an update on shoulder work on Dam Road and on plans being sent by Stevens & Associates to FEMA for reviewing the East Hill Road project.

Law Enforcement & Constable's Report: Deputy Cook informed the Board of heavier seasonal traffic and an increase in speed-limit enforcement efforts.

He agreed to request that Sheriff Clark attend a future Board meeting to update the Board on funding for the COPS grant program, and discussed traffic-control measures anticipated during the Columbus Day weekend, the Pumpkin Festival and Grace Cottage Hospital's Poker Walk fundraiser.

4. Mitigation Bid Openings: Martin then requested that the rules be suspended and that the Select Board open bids received for two projects on Mill Brook below Leland & Gray High School and at one at the Holland-Brigham-Bixby Cemetery.

Dezendorf opened and read the bids received for Holland-Brigham-Bixby Cemetery:

Gould & Sons	\$39,735.00 total price
GPT Maintenance	\$17,535.00 total price
Pat Rawson	\$70,000.00 total price

Following discussion, Martin made a motion: **To award a contract to GPT Maintenance for repair work at the Holland-Brigham-Bixby cemetery for an amount not to exceed \$17,535.00,** seconded by Greenwood and carried by those present.

Dezendorf opened and read the bids received for Mill Brook-NRCS: (USDA funded)

Gould & Sons	\$1,250.00 total price
GPT Maintenance	\$ 500.00 total price
Pat Rawson	\$2,500.00 total price
Michael Longo	\$2,400.00 total price

Following discussion, Martin made a motion: **To award a contract to GPT Maintenance for Mill Brook-NRCS repair work for an amount not to exceed \$500.00,** seconded by Russ and carried by those present.

Dezendorf opened and read the bids received for Mill Brook-Townshend. (Town funded)

Gould & Sons	\$2,500.00 total price
GPT Maintenance	\$ 300.00 total price
Pat Rawson	\$2,500.00 total price

Following discussion, Martin made a motion: **To award a contract to GPT Maintenance for Mill Brook-Townshend repair work for an amount not to exceed \$300.00,** seconded by Russ and carried by those present.

5. Reports (continued): Town Hall Renovation Committee: Tiz Garfield was welcomed and reviewed the Town Hall Fire Door project, two bids for which had not been accepted. Garfield informed the Board that Bob DeSiervo would now be overseeing this project, as Tom Lyman had resigned. Lengthy discussion ensued about how to manage the costs and Hunt was instructed to publish an advertisement with an October 12th deadline for new proposals.

Health Officer's Report: None at this time.

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

Bookkeeper's / Treasurer's Report: Ellison reported that WSWMD would now be responding to Bostrom in a more-timely fashion regarding the pick up of the recycling bins and that she was investigating a replacement service for rags now that the contract with UniFirst was to not be renewed.

She also reported that tax receipts were coming in as expected, and reminded Board members of the Budget Workshop scheduled for October 9th.

Emergency Management Director's Report: Dezendorf asked Board members to consider the role that the Town should accept during events such as Grace Cottage Hospital's upcoming Poker Walk, to be held on Route 35 and during a weekday so as to potentially involve school children in the event. Without a policy explicitly requiring private organizations to provide safety measures such as traffic control and calming, the Town stood liable for any altered use of public roads. Martin requested that Dezendorf speak with organizers of the event and report to the Board what safety measures would be undertaken.

Dezendorf then relayed a request from the Townshend Business Association to close the Common Road to vehicular traffic during the Pumpkin Festival. Following discussion, Martin made a motion: **To have the Town close Common Road during the Pumpkin Festival with the understanding that Common road would be accessible to emergency vehicles if required,** seconded by Dezendorf and carried by those present.

6. Warrants (continued): Martin asked Dezendorf about an invoice for the Highway Department fuel metering system and Dezendorf explained that while the total price had increased since last years estimate, it also included the cost of the needed fuel pump. Dezendorf then gave assurances that enhanced fuel management would pay for itself in the long run by tracking the miles-per-gallon or gallons-per-hour performance of every vehicle in the fleet.

Martin made a motion: **To approve WARRANT 0917-4 Highway Equipment Fund \$6,355.87**, seconded by Russ and carried by those present.

7. Approval of Minutes: Martin made a motion: **To approve the Minutes of September 4, 2012, as corrected**, seconded by Dezendorf and carried by those present.

8. Members of the Public: Donna Vondle, of the Army Corps of Engineers, Townshend Lake, reminded the Board of the need to have an Easement Survey done at the Dam Road, and Dezendorf assured her that it would be done as soon as possible.

Martin asked Vondle to consider a clean-up plan for the trash in the spillway at Townshend Dam, which Vondle agreed to.

9. Correspondence: Martin read a letter received by Ernie Ellingson resigning from the Waste Management Study Committee and made a motion: **To accept Ernie Ellingson's resignation with regret**, seconded by Dezendorf and carried by those present. Hunt was requested to send a letter of appreciation to Ellingson and post a Notice of Vacancy for the Committee.

10. Old Business: Cemetery Rights of Way: Dezendorf reported on having received a ROW for the Town's access to the Holland-Brigham-Bixby Cemetery.

Ancient Roads: Martin requested and received the consent of Board members to schedule an Ancient Roads Workshop on Sunday, September 23rd at 10:00 A.M., and a Special Meeting for Ancient Roads on Monday, September 24th at 6:00 P.M.

Dam Road Trees: Russ reported having ongoing discussions with Royce and Bostrom regarding the trees that are to be planted on Royce's property under Town agreement following the culvert replacement on the Dam Road.

Fire Department Boiler: Dezendorf reported that the Fire Department was considering the installation of an electric hot water heater instead of using hot water from the furnace and having the water quality tested to see if a water treatment unit might be more economical than converting the furnace from a steam to a forced hot water system.

11. New Business: Dezendorf reported on attending the Southern Vermont Economical Development Association meeting and its plans to help stimulate the local economy.

12. Other Business: Nothing at this time.

13. Executive Session: None at this time.

14. Meeting Schedules:

Ancient Roads Workshop: September 23rd @ 10:00 A.M.

Special Meeting: September 24th @ 6:00 P.M.

Regular Meeting: October 1st at 6:00 P.M.

15. Adjournment: Dezendorf made a motion: **To adjourn at 9:15 P.M.**, carried by those present.

Respectfully submitted:

Craig K. Hunt, assistant