

approved: 02/18/13

**Townshend Select Board  
Minutes  
February 4, 2013**

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

**In Attendance:** Joe Daigneault; Kim Ellison; Kurt Bostrom; Holly Hockertlotz; Deputy Tyler Cooke; Cynthia Davis; Frederick Noyes (BCTV); Craig Hunt

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

**2. Approval of Minutes:** Dezendorf made a motion: **To approve the Minutes of January 21, 2013**, seconded by Russ and carried by those present with one abstention.

**3. Additions and Deletions:** Review of liquor and tobacco license applications and discussion of delinquent taxes were added to New Business, and Cemetery Rights-of-Way was deleted from Old Business. A Health Officer report was added to Reports.

**4. Warrants:** Martin made the following motions to approve the Warrants:

**WARRANT 0204-3 Payroll \$7,504.26**, seconded by Russ and carried by those present.

**WARRANT 0204-4 Payroll Tax \$3,123.15**, seconded by Russ and carried by those present.

**WARRANT 0204-7 Equipment \$5,276.06**, seconded by Dezendorf and carried by those present.

**WARRANT 0204-6 Highway \$8,881.04**, seconded by Russ and carried by those present.

**WARRANT 0204-2 Payroll Tax (01/18/13) \$4,509.89**, seconded by Russ and carried by those present.

**WARRANT 0204-1 Payroll (01/12/13) \$11,346.79** seconded by Russ. Discussion ensued and Ellison explained that presentation of the WARRANT was delayed by the holiday. The motion was then carried by those present.

**WARRANT 0204-5 General Fund \$27,325.26** seconded by Russ. Following brief discussion, Martin amended the motion: **To retain \$1,550.00, or 10% (ten percent) of the amount owed to Farace Heating and Plumbing until the newly-**

**installed boiler in Town Hall was operational**, seconded by Dezen Dorf. The amendment was carried by those present and the main motion, as amended, was carried by those present with one abstention.

**5. Reports: Highway Department Report:** Bostrom updated the Board on the delivery schedule of the new Ford 550, stating that Osgood's should have the custom work completed by February 25th. He reported that he was working on State grants for the engineering of West Hill and Grafton Road bridge and culvert repairs and that the required mileage and financial documents would be submitted to the State by the deadline. Bostrom also said that signage needs for Windham Hill road were under review with the State.

T-9 had a broken plow wing cable that was replaced and estimates were to be sought for attending to the rust around the cab of the front-end loader. Dezen Dorf said that the department was looking into a biodegradable rust undercoating for the entire fleet to help prevent corrosion, but that the crew now was working under a strict policy to keep all of the vehicles clean.

Martin asked Bostrom about the heavy amount of salt being used and how it was spread, noting that an excessive amount was put around the Town Common during the last storm. Discussion ensued and Dezen Dorf said that the spreaders needed to be adjusted so that the flow rate would match the conditions. Martin felt that the drivers needed to pay attention to the treatments they were applying and be responsible for assuring that treatments were done right, suggesting that what was dumped at the Town Common should have been noticed and subsequently shoveled up.

**Law Enforcement Report:** Deputy Cooke reported on seasonal traffic increase and made himself available to answer any questions that the Board might have. Harris asked if he had been in touch with Townshend's Constables and Cooke said that he had spoken with Beattie during the recent fire at the parsonage.

**Deputy Health Officer's Report:** Hockertlotz briefed the Board about on-going concerns at three locations but was reluctant to discuss particulars in an open meeting session. Martin suggested that investigations might be referred to by a file number rather than an individual's name. The Select Board then decided to hold a workshop with Townshend's Health Officers on February 12th to discuss protocols.

**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 the Town had received a check from the Vermont Equipment Loan Fund toward the purchase of the new Ford. She also briefed the Board on her meeting with McSoley McCoy auditors, scheduled to do a single Town audit mid-month. These auditors, Ellison said, had expressed concerns about oversight controls in the handling of cash, whether in the Town Clerk's office or during the collection of taxes and would probably express these concerns in their final report. Brief discussion followed.

**Emergency Management Director's Report:** Dezendorf updated the Board about the continuing preparedness work with the schools and the hospital, citing the precautionary lock-down at Townshend's schools last week as an example of the kind of matter being coordinated. He confirmed to Harris that he was contacted directly by school personnel during this instance.

Dezendorf also reported on receiving radios and distributing them to the two schools and the Town Clerk's office, but indicated that these radios could have a variety of other situational uses.

**6. Members of the Public:** Cynthia Davis asked the Board about the re-appraisal process and whether it was on schedule. Harris replied that she had heard nothing to the contrary from the Listers and assumed that the Listers, with Marazoff Appraisal Services, would be finalizing the new assessments.

**7. Correspondence:** Martin read a letter and made a motion: **To approve the request for Grace Cottage Hospital to hold Fair Days on the Town Common on August 3, 2013,** seconded by Dezendorf and carried by those present.

Harris reported upon having been asked to sign and then signing a letter of non-financial Town support for an grant application being submitted by Grace Cottage Hospital. Harris said that this was done without Board review to meet the application deadline. Martin expressed his concern that too often these types of requests are not received by the Select Board with sufficient time to review them, and that in the future the Board may simply choose to reject them. Because the letter to which Harris referred was already signed, Martin made a motion: **To ratify the Chair's signature as a Select Board action in Town support of Grace Cottage Hospital's grant application,** seconded by Dezendorf and carried by those present.

Martin then made a motion: **To approve the tobacco sale and liquor sale license applications of Little MuMu,**

**(Harmonyville Store)**, seconded by Greenwood and carried by those present.

**8. Old Business: Valley Cares Agreement:** Harris asked Dezendorf if he had heard from Bob Crego regarding any changes in the Closing Agreement language which would protect the Town and Dezendorf said that he had not. Martin, in agreement for legal protections again expressed his concern over the Select Board being pressured to sign commitments without adequate time for reviewing them, suggesting that the Board consider adopting a policy which provides sufficient lead time.

Martin then briefed Board members on a meeting with Harris and Crego on February 1st and consenting to two organizational amendments to the master agreement allowing Valley Cares to govern the new facility separately under a different name. The reason for this, Martin said, was so that Valley Cares could legally proceed with its construction schedule. The Closing Agreement, however, in which Townshend accepts the new mortgage from Valley Cares and accepts responsibility as the Grantee for the Housing and Community Development loan, Martin believed ought to be reviewed by the Town's attorney.

**Boiler Installation Update:** Russ reported that the gas piping should be installed this week and Hunt was requested to call Pyrofax to have the propane tanks filled. All of the other mechanical and electrical work, Russ said, was complete.

Martin made a request to anyone watching this meeting on television who had an engineering background to assist the Select Board in assessing a report of potential moisture build-up degrading the Town Hall foundation because of the foam insulation that was applied.

Greenwood conveyed having heard that the thermostats were being set to high for comfort and fuel economy. Russ explained the difficulties of balancing the present system, stating that when the hot water radiators are installed, comfort and efficiency would be greatly improved.

**Town Hall Fire Doors:** Nothing new at this time. The Board is awaiting new recommendations from the Town Hall Renovation Committee.

**Transfer Station Plans:** Harris is continuing to draft talking points for public discussion on the possibilities of modernizing Townshend's waste management operations.

**Municipal Timber Cutting:** Nothing new at this time.

**Ancient Roads:** Nothing at this time.

**Personnel Policy:** Dezendorf said that he would review possible changes in the Personnel Policy with Highway Department employees.

**Town Hall Rental Policy:** Nothing at this time.

**9. New Business:** Harris discussed with other Board members the need to re-name the Social Services Screening Committee, or at least clarify that Committee's role in assessing all solicitations for taxpayer-funded assistance, whether from profit or non-profit businesses.

**10. Other Business:** Nothing at this time.

**11. Executive Session:** Dezendorf made a motion: **To enter Executive Session at 8:48 P.M. to discuss personnel matters,** seconded by Greenwood and carried by those present.

At 9:30 P.M. Dezendorf made a motion: **To leave Executive Session,** carried by those present. As a result of Executive Session, no action was taken.

**12. Meeting Schedules:**

**Board of Health Workshop:** Feb. 12th at 5:30 P.M.

**Regular Meeting:** Feb. 18th at 6:00 P.M.

**Pre-Town Meeting:** Feb. 25th at 7:00 P.M.

**13. Adjournment:** Dezendorf made a motion: **To adjourn at 9:34 P.M.,** carried by those present.

Respectfully submitted,

Craig K. Hunt, assistant