

approved 03/04/13

**Townshend Select Board
Minutes
February 18, 2013**

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

In Attendance: Joe Daigneault; Kim Ellison; Susan Eckhardt; Becca Schaefer; Rich Melanson(BCTV); Craig Hunt

1. Call to Order: Harris called the Meeting to Order at 6:02 P.M.

2. Approval of Minutes: Dezendorf made a motion: **To approve the Minutes of February 4, 2013, as corrected,** seconded by Martin and carried by those present.

3. Additions and Deletions: The Certificate of Mileage and Financial Plan was added to the Highway Report.

4. Warrants: Dezendorf made the following motions to approve the Warrants:

WARRANT 0218-1 Payroll \$9,826.05, seconded by Harris and carried by those present.

WARRANT 0218-2 Payroll Tax \$4,038.72, seconded by Greenwood and carried by those present.

WARRANT 0218-3 General Fund \$14,292.69, seconded by Russ and carried by those present.

WARRANT 0218-4 Highway \$16,391.66, seconded by Russ and carried by those present.

WARRANT 0218-5 Equipment Fund \$14,263.94, seconded by Russ and carried by those present.

WARRANT 0218-6 FEMA Fund (Stevens & Assoc. East Hill) \$3,834.50 seconded by Russ and carried by those present.

Martin then made a motion: **To ratify a between-meeting reduction in Warrant 0204-4 from \$27,325.26 to \$25,163.26, (to reflect recalculation of an amount owed to Farrace Heating & Plumbing),** seconded by Dezendorf and carried by those present.

5. Reports: Highway Department Report: Dezendorf updated Board members about a blown hose in T-8 over the weekend that was replaced twice and about hubs worn

possibly by lugs not being tightened sufficiently after tires were changed. New hubs and/or wheel rims may be required, Dezendorf said. The new Ford 550 should be arriving next week and a small scale is being purchased to calibrate the amounts of sand and salt dispensed by the trucks. A fleet maintenance schedule has been posted in the garage. Return of oil samples sent in for analysis have not timely, Dezendorf said, and is an issue that still needs to be corrected.

Possible changes to the Personnel Policy have been reviewed with the Highway crew. These changes will be discussed further by the Board at a later date.

With the engineering plans completed, though not fully approved by FEMA, the East Hill project is getting close to being put out for bid.

Dezendorf made a motion: **To approve, under 19 V.S.A 305, the Certificate of Mileage stating that Townshend has 0.0 miles of Class 1 roads: 10.62 miles of Class 2 roads: 44.66 miles of Class 3 roads: 6.21 miles of Class 4 roads: and 7.357 miles of State Highway,** seconded by Martin and carried by those present.

Law Enforcement 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 the auditors from McSoley McCoy had spent three days with her reviewing the Town's financial records to comply with a single audit mandated by FEMA. The auditors, Ellison said, should be completed by Town Meeting Day.

One Tropical Storm Irene project that FEMA was supposed to fully reimburse, (#2021 on Acton Hill), has been reduced by \$3,800.00, (with about \$40,000 still outstanding), but \$54,311.85 has been received in partial payment toward the Dam Road culvert project.

Ellison informed the Board that she would be meeting on Friday with a State specialist to review closeout procedures for all of these FEMA projects.

Approximately 3.0% of current property taxes remain unpaid from the 1st quarter and 4.0% from the 2nd.

Emergency Management Director's Report: None at this time.

6. Members of the Public: Susan Eckhardt of Green Mountain Power Co. was welcomed by the Board and explained its request to cut small trees at the intersection of Gramma Cutt's Lane and Deer Valley Road. The property that needs to be cut is within the Town's right-of-way, but some question exists as to who owns the parcel of land.

Following brief discussion, and since the Select Board has authority over land within the Town's right-of-way, Martin made a motion: **To grant Green Mountain Power Company the right to cut trees in the Town right-of-way at the intersection of Gramma Cutt's and Deer Valley Roads,** seconded by Dezendorf and carried by those present.

Becca Schaefer of Valley Cares was welcomed by the Board and Martin again expressed his concern about a lack of protections for the Town of Townshend if it signs the final Community Development Grant Agreement with Valley Cares, Inc.

Harris noted that the Town of Townshend is listed as seventh in the priority assignments for re-payments in the event of any defaults, suggesting that it would be unlikely that the Town would recover anything on its obligations.

Martin noted that nowhere in the proposed Agreement is Townshend, as the Grantee in receipt of funds for Valley Cares, absolved from financial responsibilities should any of the Grantors not provide the promised amounts for Valley Cares expects. He also expressed concern that the amounts reserved for administering and verifying the grants seemed insufficient.

Further, Martin noted that it was an open question as to whether Townshend would be held responsible for any cost-overruns that were incurred, or for the provision of bridge loans if funding was not received in a timely fashion.

Lengthy discussion ensued, focusing upon the fact that the Grantor may reduce funding amounts or cancel the grant at anytime, which would leave the Town of Townshend liable for the amounts promised to Valley Cares.

The Board agreed to have Harris ask the Town attorney to review this Agreement and provide recommendations. Schaefer agreed to seek written guarantees to alleviate the Board's concerns about protections for the Town.

7. Correspondence: Following discussion of a contract proposal from Bartlett Tree, Russ made a motion: **To contract with Bartlett Tree Company to fertilize the trees on Townshend Common this Spring and provide a report, with recommendations, on the health of the Common's trees,** seconded by Dezendorf and carried by those present.

8. Old Business: Boiler Update: Russ reported on progress with the boiler installation and provided cost

comparisons to show anticipated savings that the Town would realize.

Foundation: Martin updated the Board on an inspection of the Town Hall foundation by Tom Lyman, found to have no compromise due to moisture build-up behind the spray-foam insulation.

Timber Cutting: The Board instructed Hunt to post Notices requesting proposals from loggers to cut timber at the intersection of Route 35 and Grafton Road. The Board agreed to review these proposals at its meeting on March 18th.

Town Hall Fire Doors: Nothing at this time.

Board of Health: Martin noted, for the record, that the Board of Health had met in a Warned workshop on February 12th with the Deputy Health Officer to discuss the protocols of addressing complaints.

9. New Business: Liquor & Tobacco Licenses: Dezendorf made a motion: **To approve the Tobacco and Liquor License Applications from Vermont Staple Goods**, seconded by Russ and carried by those present.

Pre-Town Meeting: The Board briefly discussed the pre-Town Meeting scheduled for February 25th.

10. Other Business: Nothing at this time.

11. Executive Session: Dezendorf made a motion: **To enter Executive Session at 8:55 P.M. to discuss legal matters**, seconded by Martin and carried by those present.

At 9:18 P.M. Dezendorf made a motion: **To leave Executive Session**, carried by those present. As a result of Executive Session, the Chair was instructed to contact the Town attorney to present a response to legal correspondence.

12. Meeting Schedules:

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

Regular Meeting: Mar. 4th at 6:00 P.M.

Town Meeting: Mar. 5th at 9:00 A.M

13. Adjournment: Dezendorf made a motion: **To adjourn at 9:20 P.M.**, carried by those present.

Respectfully submitted,

Craig K. Hunt, assistant