

approved: 10/07/13

**Townshend Select Board  
Minutes  
September 16, 2013**

**Present: Select Board:** Kit Martin; Hedy Harris; David Dezen Dorf; Chad Greenwood; Scott Chase

**In Attendance:** Joe Daigneault; Archie Clark; Deborah Leggott; April Chase; Brian Schmidt; Peter Thurrell; Richard Melanson (BCTV); Craig Hunt

**1. Call to Order:** Martin called the Meeting to Order at 6:10 p.m.

**2. Ellen Ware Road Culvert Replacement Bids:** Dezen Dorf opened two sealed bids received for replacing the culvert on Ellen Ware Road and read them aloud.

A.S. Clark	\$15,230.00
Gould & Sons	\$ 7,800.00

On the basis of the bids received Dezen Dorf made a motion: **To award the Ellen Ware Road Culvert Replacement project to Gould & Sons for a sum not to exceed \$7,800.00**, seconded by Harris and carried by those present.

**3. Members of the Public: Townshend Elementary School:** April Chase, chair of the School Board and Deborah Leggott, Principal, requested that the Select Board consider diagonal parking on Common Road and post a Notice that the road was closed during school hours. Dezen Dorf presented a study suggesting that diagonal parking actually wouldn't increase the number of cars that might be parked, but would create additional hazard for pedestrians since drivers would have to either back into or out of parking spaces. Discussion followed with regard to allowing the school to limit traffic on Common Road between the hours of 7:15 a.m. and 3:30 p.m. The Board also agreed to study the parking issues further.

April Chase requested that the Select Board provide \$50,000.00 to the Elementary School in advance of the tax-collection requirement. Daigneault assured the Select Board that revenue was available and Dezen Dorf made a motion: **To instruct the Treasurer to provide Townshend Elementary School with \$25,000.00 by September 25, 2013 and another \$25,000.00 prior to October 11, 2013, as a funding advance of the balance owed to the school prior to October 28, 2013**, seconded by Chase and carried by those present.

April Chase requested that the Elementary School be allowed to set a container at the Highway Garage in order to collect redeemable bottles and cans, which, by general consent, was approved by the Select Board.

Kathy Hege asked about the Rural Education District Study Committee's proposals and lengthy conversation ensued about informational meeting schedules and the vote on those proposals set for October 8, 2013.

**SOVERN Solar:** Peter Thurrell of SOVERN Solar was welcomed and presented a proposal involving the installation of a solar array in Townshend. Such an array, if on municipal land, would provide the town with land lease income and a reduction in electric utility costs. Thurrell explained that all construction costs would be borne by an investment group in exchange for the available tax credits and 90% of the revenue that the facility would generate during the first seven years. The town would receive the other 10% of the revenue generated, plus approximately \$3,000.00 a year per acre for the lease of land. After seven years the tax credits would expire and the array, which should have at least a fifty-year service life, would be available for sale to Townshend. Lengthy discussion followed and Hunt was requested to meet with Thurrell to look at potential municipal sites.

**4. Approval of the Minutes:** Dezendorf made a motion: **To approve the Minutes of September 3, 2013,** seconded by Harris and carried by those present.

**5. Additions and Deletions:** Harris requested that Tax Maps be included under Old Business and Dezendorf asked to add "Work Week" designation under New Business and have an Executive Session to discuss personnel matters.

**6. Warrants:** Dezendorf made motions to approve the following Warrants:

**WARRANT 916-01 Payroll \$9,441.00,** seconded by Harris and carried by those present.

**WARRANT 916-02 Payroll Tax \$4,748.86,** seconded by Chase and carried by those present.

**WARRANT 916-03 General Fund \$12,772.65,** seconded by Chase and carried by those present.

**WARRANT 916-04 Highway Fund \$847.61,** seconded by Harris and carried by those present.

**WARRANT 916-05 Equipment Fund \$11,022.89,** seconded by Harris and carried by those present.

**WARRANT 9106-06 Cemetery Fund \$19.40,** seconded by Chase and carried by those present.

**7. Reports: Highway:** Dezendorf briefed Board members on progress with the East Hill Road repairs, Deer Valley and State Forrest culvert installations. Springfield Paving is scheduled to begin resurfacing by the second week in October and gravel crushing bid proposals would be sent out prior to the next meeting. Following discussion about Parking Ordinances on Route 35, Hunt was requested to review those Ordinances with the Constables and the Sheriff's Department.

Following discussion about timber cutting at the gravel pit, Dezendorf made a motion: **To have Chase and Greenwood proceed with contracting for timber cutting at the gravel pit as soon as is possible,** seconded by Harris and carried by those present.

**Law Enforcement Report:** Nothing at this time.

**Town Clerk's Report:** None at this time.

**Bookkeeper's / Treasurer's Report:** Daigneault reported that tax receipts were arriving and that there was \$213,642.96 in the General Fund checking account with another \$102,000.00 to be deposited. FEMA had confirmed it would make a payment of \$133,608.17 toward the Dam Road Culvert project, though when that might arrive remained a question.

**Emergency Management Director's Report:** Dezendorf had nothing at this time.

**8. Correspondence:** Nothing at this time.

**9. Old Business: Ancient Roads:** Nothing at this time.

**Property Maps:** Harris briefed Board members on the history of the contract for new property maps from Dauchy-Cramer, now a year past due, and said that she would be speaking with Cramer and the Listers in order to get these completed.

**R.O.W. at Leland & Gray:** Nothing at this time.

**Healthcare Provision Mandates:** Hunt will discuss with Dezendorf the drafting of the letter which the Town is required to send all employees by October 1, 2013.

**10. New Business: Work Week Designation:** Following discussion about the need to review employee payroll submissions in a more timely manner, Dezendorf made a motion: **To end the work week for Townshend employees on Friday at midnight rather than Saturday at midnight, to become effective on September 27, 2013,** seconded by Chase and carried by those present.

**11. Other Business:** Following brief discussion about Common Road, again, Dezendorf made a motion: **To allow Townshend Elementary School to close the Common Road to all traffic except for school, residential and Townshend Church business, during the hours of 7:15 a.m. to 3:30 p.m.,** seconded by Chase and carried by those present.

Dezendorf made a motion: **To authorize the chair of the Select Board to sign the contract with Gould & Sons for replacement of the culvert on Ellen Ware Road,** seconded by Harris and carried by those present. Martin then signed the contract.

**12. Executive Session:** Dezendorf made a motion: **To enter into Executive Session at 8:38 P.M. to discuss personnel matters,** seconded by Harris and carried by those present.

Harris made a motion: **To return from Executive Session at 9:20 P.M.,** and, as a result of Executive Session, Dezendorf made a motion: **To change Hunt's part-time positions as salaried assistant to the Select Board and as bookkeeper at \$14.00 per hour to a full-time position of Administrative Assistant working for the Select Board at an annual salary of \$32,500.00 per year, starting immediately,** seconded by Harris and carried by those present.

**13. Meeting Schedules:**

**Budget Workshop:** September 24th at 6:00p.m.

**Regular Meeting:** October 7th at 6:00p.m.

**14. Adjournment:** Greenwood made a motion: **To adjourn at 9:28 P.M.,** carried by those present.

Respectfully submitted,

Craig K. Hunt, assistant