

Approved 04/07/14

**Townshend Select Board  
Minutes  
March 17, 2014**

**Present: Select Board:** David Dezendorf; Kathy Hege; Robert LeCours; Hedy Harris; Dale West

**In Attendance:** Joe Daigneault; Ryan Hockertlotz; Richard Melanson (BCTV); Craig Hunt

**1. Call to Order:** Dezendorf called the Meeting to Order at 6:14 p.m.

**2. Approval of the Minutes:** Harris made a motion: **To approve the Minutes of March 3, 2014, and the Minutes of March 14, 2014,** seconded by West and carried by those present.

**3. Additions and Deletions:** Added to the Agenda: engineering bid awards for the West Hill Road bridge and the Grafton Road culvert; Certificate of Highway Mileage; Compactor fees; Ratification of Select Board officers; Over-weight permits review; Parking tickets and an Executive Session to discuss legal matters.

**4. Warrants:** Hege made motions to approve the following Warrants, all seconded by Harris:

**WARRANT 3170a General Fund \$49.91,** carried by those present.

**WARRANT 3170b General Fund \$391,667.91,** carried by those present.

**WARRANT 31701 Payroll \$11,236.52,** carried by those present.

**WARRANT 31702 Payroll Taxes \$4,444.15,** carried by those present.

**WARRANT 31703 General Fund \$153.73,** carried by those present.

**WARRANT 31704 General Fund \$20.00,** carried by those present.

**WARRANT 31705 General Fund \$50,000.00,** carried by those present.

**WARRANT 31706 General Fund \$10,692.39,** carried by those present.

**WARRANT 31707 Highway Fund \$7,134.05,** carried by those present.

**WARRANT 31708 Equipment Fund \$5,044.84**, carried by those present.

**WARRANT 31709 General Fund \$4,450.00**, carried by those present.

**5. Members of the Public:** Harris made a motion: **To set aside the rules to receive the public**, seconded by Hege and carried by those present.

Ryan Hockertlotz was welcomed and discussed a letter to the Select Board from the Auditors received and read on March 3, 2014. Hockertlotz summarized the letter regarding the crossover role of the Town's bookkeeper, the problems associated with splitting Warrants between fund accounts and the fiscal obligations of the Select Board in managing various accounts. Discussion ensued with Dezendorf and Harris promising to take these issues up.

**6. Reports: Highway Report:** At 6:55 p.m., Harris made a motion: **To award the Grafton Road culvert #16 engineering bid to Hammond Engineering, and the West Hill bridge #42 engineering bid to Beck Engineering, based upon the recommendations of the Highway Foreman and former Highway Commissioners**, seconded by LeCours and carried by those present, with Hege abstaining. Hunt was then instructed to return the bid deposit check to Hammond Engineering.

Dezendorf made a motion: **To accept the State of Vermont EA-THS 2014-304 grant modification for engineering costs and authorize the chair to sign the form**, seconded by Harris and carried by those present.

**Law Enforcement Report:** Board members briefly discussed requirements for issuing parking tickets and Hunt was asked to invite Sheriff Clark to the April 7th Select Board meeting.

**Town Clerk's Report:** The Board reviewed the Town Clerk's cash journal reports from the previous weeks and discussed the general decline in compactor revenues.

**Treasurer's Report:** Daigneault reported that the current balance in the General Fund was \$702,833.07 with \$30,000.00 in the Sweep Account, prior to the payment of Warrants. He reported that an additional \$102,000.00 had been received in taxes not yet been deposited.

Hunt reported that the education tax payment to Leland & Gray had been split in half under an arrangement made with WCSU and that the second half would be submitted

following the final collection of third quarter taxes on March 28th. Hunt also informed the Board that a bridge loan from the bank was not necessary at this time, but might be needed at the end of April or in May.

**Emergency Management Report:** Dezendorf reported that the local Emergency Operations Plan was coming together and would be presented to the Board for approval at a later time. He noted that for Townshend to receive the maximum in emergency reimbursements from FEMA, there was now a requirement that Town Officials be certified in ICS 100 training.

**7. Correspondence:** A letter received from Town attorney Coutant expressed that the Town Hall right-of-way behind Dutton Gymnasium looked to be acceptable.

**8. Old Business: Ratification of Select Board Officers:** Harris made a motion: **To ratify the selection of officers made on March 4, 2014, appointing Dezendorf, Chair; Hege, Vice-Chair; LeCours, Clerk;** seconded by West and carried by those present.

At 7:40 p.m., the Board discussed how to resolve the issue of storing the tractor at Annette Leigh's during the winter months. Hege agreed to contact Leigh.

The Board then discussed removing the gasoline storage tank at the Highway Garage and West agreed to get more information.

Discussion arose about the tax-exemption still being awarded by the Listers office to deceased veteran Richard LaFountain, transferred now to the bank holding the mortgage on his premises. Hockertlotz said that the Auditors were also looking into this issue.

The Board then reviewed the appointment of various officers to Town positions.

**9. New Business: Conflict of Interest Policy:** Harris made a motion: **To re-confirm the Town of Townshend Conflict of Interest Policy upon this date,** seconded by Hege and carried by those present.

**Payroll Time Sheets:** The Board agreed, by general consent, that all department chairmen and employee supervisors should review and sign the payroll submissions of those they oversee.

**10. Executive Session:** Harris made a motion: **To enter Executive Session at 8:50 p.m., to discuss legal matters,** seconded by Hege and carried by those present. At 9:10

p.m., the Board returned from Executive Session, and as a result, no action was taken.

**11. Other Business:** Harris expressed her advocacy of appointing a single Liaison from the Select Board instead of appointing Highway Commissioners, stating that the entire Select Board should act as the Commissioner. Dezendorf argued that managerial oversight and problem resolution needs to occur more often than every two weeks. Lengthy discussion ensued, following which Dezendorf requested that LeCours and West provide the Board with their recommendations at the meeting on April 7th.

**12. Meeting Schedules:**

**Select Board Workshop:** March 20, 2014

**Regular Meeting:** April 7, 2014 @ 6:00 p.m.

**13. Adjournment:** Harris made a motion: **To adjourn at 9:46 p.m.**, carried by those present.

Respectfully submitted,

Craig K. Hunt, assistant