

Approved: 03/17/14

**Townshend Select Board  
Minutes  
March 3, 2014**

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

**In Attendance:** Joe Daigneault; Kurt Bostrom; Ed Smith; Robert LeCours; Richard Melanson (BCTV); Craig Hunt

**1. Call to Order:** Martin called the Meeting to Order at 6:00 p.m. and made a motion: **To suspend the rules and meet with members of the Highway Department**, seconded by Greenwood and carried by those present.

Bostrom explained that the Highway crew hadn't had an opportunity to comment on changes in the Townshend Personnel Policy made back in September and that concerns about it brought to the Highway Commissioners of the Select Board still needed to be addressed. Personal time off, sick days and paid holidays are now calculated differently toward the total hours worked and different Personnel Policies, through the years, have addressed these days differently, leading to some confusion.

Smith believed that, "on call," time should be treated as overtime, because an employee obligation that can't be avoided, and believed that if personal time was taken during the week, it shouldn't diminish over-time hours accrued during the week.

Discussion ensued about Federal and State regulations and the re-calculations of comp time and vacation time that taken in years past. Everyone agreed that these issues should be resolved and scheduled conversations to continue at the next meeting.

**Highway Department Report:** Bostrom then updated the Board on compactor PTO repairs and work being done to wing back roadsides. A driveway culvert on Peaked Mountain Road was proving to be inadequate, again, and would need to be addressed with the homeowner.

**2. Approval of the Minutes:** Nothing at this time.

**3. Additions and Deletions:** Nothing at this time.

**4. WARRANTS:** At 6:30 p.m., Harris made motions to approve the following Warrants:

**WARRANT 30301 Payroll \$10,709.36**, seconded by Chase and carried by those present with one abstention.

**WARRANT 30302 Payroll Tax \$4,626.98**, seconded by Greenwood and carried by those present.

**WARRANT 30303 General Fund \$423.15**, seconded by Chase and carried by those present.

**WARRANT 30304 General Fund \$8,750.13**, seconded by Greenwood and carried by those present.

**WARRANT 30305 Highway Fund \$11,544.08**, seconded by Chase and carried by those present.

**WARRANT 30306 Equipment Fund \$7,262.54**, seconded by Chase and carried by those present.

**WARRANT 30307 General Fund \$6,622.00**, seconded by Chase and carried by those present.

**5. Reports: Law Enforcement Report:** None at this time.

**Town Clerk's Report:** The Board reviewed the Town Clerk's cash journal reports from the previous weeks.

**Treasurer's Report:** Daigneault reported to the Select Board that the current balance in the General Fund was \$408,391.72. He reported that \$401,397.46 remained due on the collection of third quarter taxes; \$50,674.65 on second quarter and \$35,969.60 on the first.

Following brief discussion, Harris made a motion: **To instruct the Treasurer to move the funds available from the Line of Credit into the General Fund and seek to borrow funds as may be needed in order to pay the schools**, seconded by Scott Chase and carried by those present.

**Emergency Management Report:** None at this time.

**6. Members of the Public:** None at this time.

**7. Correspondence:** The Board reviewed correspondence from the Town's Auditors, addressed to the 2014-15 Select Board, providing suggestions for procedural improvements to the reconciliation of accounts.

**8. Old Business: Transfer Station:** Harris updated the Board on assessment of costs for the new facility proposal and requested that Hunt speak with a representative of Green Mountain Power about electric service installation.

**9. New Business:** None at this time.

**10. Other Business:** None at this time.

**11. Executive Session:** None at this time.

**12. Meeting Schedules:**

**Town Meeting:** March 4th @ 9:00 a.m.

**13. Adjournment:** Harris made a motion: **To adjourn at 7:05 p.m.**, carried by those present.

Respectfully submitted,

Craig K. Hunt, assistant