

Approved 10/06/14

TOWNSHEND SELECT BOARD

Meeting Minutes

September 15, 2014

Present: Kathy Hege; Robert LeCours; Dale West; Carole Melis; Kyle LaPointe

In Attendance: Joe Daigneault; Charles Marchant; Richard Melanson; Craig Hunt

1. Call To Order: Hege called the meeting to Order at 6:55 p.m.

2. Approval of the Minutes: Melis made a motion: **To approve the Minutes of September 2, 2014**, seconded by West and carried by those present.

3. Additions and Deletions: A request from the Townshend Elementary School was added to Correspondence; scheduling an audit for the Valley Cares development funds was added to Old Business; and the sale of a Townshend Fire Department asset was added to New Business.

4. Warrants: Melis moved to approve the following Warrants, all seconded by West:

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|--------------------------|---|
| 91501 Payroll | \$ 11,073.02 , carried by those present with one abstention. |
| 91502 Payroll Tax | \$ 4,318.22 , carried by those present. |
| 91503 General | \$597,064.94 , carried by those present. |
| 91504 Highway | \$ 3,957.01 , carried by those present. |
| 91505 Equipment | \$ 677.39 carried by those present. |
| 91506 General | \$ 7,518.95 , carried by those present. |

5. Reports: Highway: None at this time.

Law Enforcement Report: None at this time.

Town Clerk's Report: The Select Board reviewed the Town Clerk's cash journal report from the prior weeks.

Treasurer's Report: Daigneault reported that the General Fund checking account currently held a balance of \$1,286,770.20, following the collection of 1st quarter taxes.

6. Members of the Public: Charlie Marchant was welcomed and discussed the following matters with the Select Board:

Stained Glass Window: A stained glass window, removed the Townshend Baptist Church forty-five years ago and currently held by the American Baptist Church Society in Thetford, Vermont, has been donated to the Townshend Historical Society. The Townshend Church may be an interested recipient of the window.

Veterans' Plaque: The Townshend Historical Society will pay to have a plaque made honoring Civil War Veterans from Townshend not previously acknowledged. Marchant requested advice from the Select Board regarding placement.

Stone Arch Bridges: Marchant urged the Board to have assessments made of the condition of Townshend's historic stone arch bridges and contract for their maintenance and repair. Melis made a motion: **To have Hunt call stone masons and bring a recommendation to the Board regarding the costs of assessing and repairing the stone arch bridges,** seconded by LaPointe and carried by those present.

Cemetery Rights-of-Way: Marchant again requested that the Select Board secure permanent access deeds to cemeteries in Townshend located on private land and Melis offered to help prepare deed proposals upon receipt of the individually specific information.

7. Correspondence: Petition: Hege read a letter from the sixth grade class of the Townshend Elementary School requesting permission to hold a fundraising tag sale at the Townshend Common on October 11th. Following brief discussion, Melis made a motion: **To approve the use of the northeasterly corner of the Town Common by the sixth grade class for a tag sale on October 11, 2014,** seconded by LeCours and carried by those present.

8. Old Business: Grafton Road Culvert Replacement: On the recommendation of Hammond Engineering, LeCours made a motion: **To award to Renaud Brothers, Inc., a contract for the Grafton Road culvert replacement for the bid amount of \$152,757.00,** seconded by LaPointe and carried by those present.

West then made a motion: **To approve a 5.0% contingency to cover any cost overruns on the Grafton Road culvert replacement project by Renaud Brothers, Inc., due to change orders or line items that overrun the estimated quantities, as pre-approved in the field by both the Project Manager and a Town Representative,** seconded by Melis and carried by those present.

Uniform Service: Following discussion, Melis made a motion: **To approve a 60 month contract with Unifirst, Inc., for Highway Department uniforms,** seconded by West and carried by those present.

Single Audit: Hunt was instructed to work with the bookkeeper in solicitation of an RFP for a single audit that would satisfy the requirements of closing out the Community Development Grant received by Valley Cares in 2013.

Deer Ridge Road Culvert Repair: Hunt was instructed to work with Bostrum in preparation of a Bid Proposal for the repair of the Deer Ridge Road culvert.

Winter Salt Contract: West made a motion: **To approve a contract proposal from Cargill Inc., for the purchase and delivery of road salt at \$78.65 per ton, not to exceed 500 tons without Select Board approval,** seconded by Melis and carried by those present.

Winter Sand: West made a motion: **To approve the purchase and delivery of winter road sand from Cersosimo Inc, at \$13.50 per yard, not to exceed 3000yards without Select Board approval,** seconded by LeCours and carried by those present.

9. New Business: TFD Fire Truck: Following report from West about the TVFD decision to sell its 1976 Chevrolet fire truck, Melis made a motion: **To put the 1976 C-65 fire truck up for sale by the Townshend Auction Gallery,** seconded by LeCours and carried by those present.

10. Other Business: None at this time.

11. Executive Session: None at this time.

12. Meeting Schedules: Solarize Windham Public Mtg: Sept. 18th @ 6:00 p.m.
Budget Workshop: Sept. 29th @ 6:00 p.m.
Regular Meeting: Oct. 6th following the Public Hearing

13. Adjournment: LaPointe made a motion: **To adjourn at 8:25 p.m.,** carried by those present.

Respectfully submitted,

Craig K. Hunt