

approved: 01/19/15

## TOWNSHEND SELECT BOARD

Meeting Minutes

January 5, 2015

**Present:** Kathy Hege; Dale West; Carole Melis; Kyle LaPointe

**In Attendance:** Joe Daigneault; Kristine Grotz-Kuch; Richard Melanson; Craig Hunt

**1. Call To Order:** Hege called the meeting to Order at 6:05 p.m.

**2. Approval of the Minutes:** Melis made a motion: **To approve the Meeting Minutes of December 15, 2014**, seconded by West and carried by those present.

**3. Additions and Deletions:** Added to New Business was discussion about a Transfer Station cost study committee; to Old Business, the Highway Garage fuel depot completion and deleted was consideration of the proposed RESCUE Inc., contract.

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

**10501 Payroll**            **\$15,209.98**, Hege pointed out that there were numerous mistakes in the time sheets submitted by employees. After discussion, the motion carried by those present.

**10502 Payroll Tax**   **\$10,449.45**, Hege pointed out that payments into the Vermont Municipal Retirement system by Townshend's payroll service continued to need Town corrections and that the figures presented in this Warrant were not correct. Grotz-Kuch relayed that she'd spent an inordinate amount of time unsuccessfully trying to get the withholdings corrected through with the payroll service. The motion then failed to carry by those present.

**10503 General**            **\$17,548.41**, carried by those present.

**10504 Highway**           **\$11,977.60**, carried by those present.

**10505 Equipment**       **\$22,731.44**, Melis requested that the Finance Office validate all expenses allocated to vehicles. The motion then carried by those present.

**10506 Payroll**            **\$ 8,395.08**, Hege pointed out that an error by Townshend's payroll service doubled the pay to those employees who get direct deposits. Grotz-Kuch summarized her findings about the cause and presented a letter from the payroll service explaining the circumstance. She then expressed her diminishing confidence in the professionalism of the service and relayed, with both Hege and Hunt, how much in-house time was being spent on payroll computations and corrections, despite having this service. Following lengthy discussion, the motion failed to carry by those present.

**10507 General**            **\$ 1,654.02**, LaPointe requested that Hunt research other dental insurance carriers and plans. The motion then carried by those present.

**10508 General**            **\$ 3,531.37**, carried by those present

**10509 Highway**           **\$ 5,296.20**, carried by those present

**10510 Equipment** \$ 998.09, Melis pointed out that purchases didn't appear to be of an emergency nature and that no items appeared to have been shopped, requesting that the Select Board review the misuse of blanket purchase orders. Following discussion, the motion carried by those present.

Melis then made a motion: **To meet with the Highway Foreman in Executive Session, weather permitting, on January 13, 2015, at 6:00 p.m., to establish ramifications for failing to follow purchasing policy procedures and failing to provide necessary reports,** seconded by LaPointe and 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 reports from the prior weeks.

**Treasurer's Report:** Daigneault reported that the General Fund balance was approximately \$503,000.00 prior to the approval of tonight's Warrants.

**6. Correspondence:** Hege read a letter signed by the Listers recommending that the Vacancy Notice posted to fill the absence in the Listers office not be filled until elections at Town Meeting.

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

**8. Old Business: FEMA Update:** Hunt reported that the request to FEMA for reimbursing last years expenses should be submitted within the week.

Melis queried Hunt about the Flood Plain Ordinance still unapproved by the Select Board and Hunt explained that concerns about the appointment of an Administrator were not yet resolved.

**Select Board Draft Town Report:** Hege informed Board members that an edited draft Select Board Report would be available for consideration in a few days. The Board then discussed deadlines for final approval of the Town Warning.

**WSWMD Assessment:** West reported upon attending the meeting held at the WSWMD offices on December 30, 2014, to approve the proposed FY 2015-16 budget which will increase Townshend's assessment by 5.6%.

**Transfer Station Attendant Job Description:** Nothing at this time.

**Fuel Depot Software Installation:** Following brief discussion, LaPointe made a motion: **To table consideration of having S.C.I. install the software and hardware necessary**

**to make the fuel depot data collection and storage system operational**, seconded by Melis and carried by those present.

**Cemetery Rights-of-Way:** Hunt referenced a communication from Charles Marchant stating that the necessary background research had been completed for rendering into legal-language proposals.

**9. New Business: Transfer Station Cost Study Committee:** Hege requested that the Select Board appoint a committee to review the fees being charged to residents for household waste and recommend any needed changes in those fees, or in the methods of payment. Following discussion, West made a motion: **To form an ad hoc Committee for studying the residential costs of using Townshend's transfer station and advise the Select Board of any needed changes**, seconded by Melis and carried by those present. West and Melis then agreed to participate in that study.

**Single Audit:** West made a motion: **To instruct Hunt to contact independent auditing firms and seek RFPs for an audit of the Town's finances to satisfy the requirements of the VCDP grant**, seconded by Melis and carried by those present.

**Payroll Deduction Timing:** Following lengthy discussion about the timing of payroll deductions for employee healthcare costs, with regard to changes in policies and changes in employee and municipal co-pay contribution percentages, Melis made a motion: **To make healthcare deduction costs effective with policy changes on January 1, 2015**, seconded by West and carried by those present.

As discussion continued about enacting proposed budgetary changes prior to the end of the fiscal year and as it was brought to the Board's attention that the payroll period bridged the calendar year, Melis made a clarifying motion: **To have health insurance premiums from 2014 carry only up to December 31, 2014, and health insurance premiums for 2015 take effect on January 1, 2015, with a prorating of any payroll deductions, accordingly**, seconded by LaPointe and carried by those present.

**Personnel Policy Editing Committee:** Following lengthy discussion about ambiguities remaining within Townshend's Personnel Policy and its negligence in clearly addressing differences among different employee groups and elected officials, West made a motion: **To have the Select Board establish an advisory committee to review Townshend's Personnel Policy and make recommendations about revising it to the Select Board**, seconded by LaPointe and carried by those present.

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

**11. Executive Session:** Melis made a motion: **To enter Executive Session at 8:42 p.m. under 1 V.S.A. 313 A10 to discuss Emergency management protocols**, seconded by LaPointe and carried by those present.

The Board returned from Executive Session at 9:15 p.m. and, as a result, no action was taken.

**12. Meeting Schedules:** Budget Workshop: January 8th @ 6:00 p.m.  
Executive Session with Bostrom: January 13<sup>th</sup> @ 6:00 p.m.  
Regular Meeting: January 19th @ 6:00 p.m.

**13. Adjournment:** Melis made a motion: **To adjourn at 9:18 p.m.**, carried by those present.

Respectfully submitted,

Craig K. Hunt