

approved April 6, 2015

**TOWNSHEND SELECT BOARD**

Meeting Minutes

March 16, 2015

**Present:** Kathy Hege; Irv Stowell; Kyle LaPointe; Robert Wright; Kit Martin

**In Attendance:** Joe Daigneault; Kurt Bostrom; Craig Hunt

**1. Call To Order:** Hege called the meeting to Order at 6:04 p.m.

**2. Approval of the Minutes:** LaPointe made a motion: **To approve the Special Meeting Minutes of March 3, 2015**, seconded by Wright and carried by those present with one abstention.

LaPointe made a motion: **To approve the Special Meeting Minutes of March 9, 2015**, seconded by Wright and carried by those present with one abstention.

**3. Additions and Deletions:** Added to the Agenda were Bartlett Tree Service contract under Correspondence; Streetlight Overcharges under Old Business and Town Manager Study Committee under New Business.

**4. Warrants:** Wright moved to approve the following Warrants, seconded by LaPointe:

**31601 Payroll \$11,305.63**, carried by those present.

**31602 Payroll Tax \$4,602.27**, carried by those present.

**31603 General Fund \$32,231.12**, carried by those present.

Martin noted that an employee had submitted a request for travel reimbursement from last August. Following discussion, Martin made a motion: **To require all employee requests for reimbursement to be submitted within 3 months**, seconded by Stowell and carried by those present

**31604 Highway Fund \$6,091.05**, carried by those present. Martin noted that hired service costs on the overhead doors appeared to be excessive. Bostrom explained that the Highway crew services the doors, generally, but that a computer issue on one of the door openers needed attending.

**31605 Equipment Fund \$7,266.07**, carried by those present with one abstention.

**31606 General Fund \$573,094.25**, carried by those present.

**5. Reports: Highway:** Bostrom updated the Board on the new plow-truck being fabricated by TENCO and said that he was applying for grant funding for Bridge 42. Overweight trucking permits received by the Board were given to Bostrom to complete.

**Law Enforcement Report:** The Board reviewed the Sheriff's monthly activity report.

**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 account held \$1,062,037.60 prior to payment of the current Warrants, which total \$634,590.39.

**6. Correspondence:** After brief discussion, Martin made a motion: **To sign a contract with Bartlett Tree Service to fertilize the Town Common trees after July 1, 2015, for a sum not to exceed \$810.00**, seconded by Stowell and carried by those present.

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

**8. Old Business: Streetlight Charges:** Hege updated Board members on work that Carole Melis had begun with Green Mountain Power to resolve an apparent dispute between the number of streetlights Townshend actually has and the number which GMP is billing the Town for. The Board expressed appreciation for the offer by Melis to continue seeking satisfaction in the dispute and Hunt was asked to work with Melis.

**Purchasing Policy:** Following lengthy discussion, the Select Board re-emphasized its commitment to an effective purchasing policy that assures the appropriate and necessary spending of tax dollars.

**9. New Business: Town Manager Study Committee:** Following brief discussion, Hunt was asked to post Notices soliciting volunteers to serve on a Town Manager Study Committee for possible appointments during the April 6<sup>th</sup> meeting. Hunt was also asked to begin drafting a list of potential questions for the Committee to focus upon.

**Tax Maps:** Upon receipt of an unexpected bill pertaining to the new property maps, Hege agreed to discuss these maps with the Listers Office.

**Trash Bags:** Lengthy discussion ensued about the need to order trash bags for compliance with the Pay-As-You-Throw program, adopted by the Select Board, in principal, last winter, and to take effect July 1, 2015. LaPointe made a motion: **To purchase a maximum one-year supply of Townshend trash bags in preparation of the deadline**, seconded by Stowell. The tie vote was broken by the chair and the motion carried by those present.

**Liquor Licenses:** Martin made a motion: **To approve a 2<sup>nd</sup> Class Liquor License application for Vermont Staple Goods**, seconded by Stowell and carried by those present. LaPointe then made a motion: **To approve a 2<sup>nd</sup> Class Liquor License application for Lawrence's Smoke Shop**, seconded by Wright and carried by those present with one abstention.

**Town Officer Appointments:** Martin nominated Carole Melis to serve on the 911 Committee, carried by those present.

Martin nominated Charmaigne Shirks to serve on the 911 Committee, carried by those present.

Martin nominated Craig Hunt to serve as the Cell Tower Officer, carried by those present.

Martin nominated Carole Melis to serve on the Howard Legacy Committee, carried by those present.

Martin nominated Robert DeSiervo to serve as Townshend's Tree Warden, carried by those present.

Martin nominated Maggie Bills to be a Weigher of Coal, carried by those present.

Martin nominated Joe Daigneault to be a Weigher of Coal, carried by those present.

Martin nominated Craig Hunt to be a Fence Viewer, carried by those present.

Martin nominated Townshend's Constables to be Animal Control Officers, carried by those present.

Martin nominated the Select Board to serve as Townshend's Pound Keeper, carried by those present.

**10. Executive Sessions:** LaPointe made a motion: **To find that premature public discussion of civil litigation against the Municipality in the case of Derry vs Townshend et al will put this Select Board at a substantial disadvantage because the Board risks disclosing its strategy/defense if the discussion were to take place in public,** seconded by Martin and carried by those present.

LaPointe made a motion: **To move into Executive Session at 8:58 p.m. under Title 1, section 313, (a) (1) (E) to discuss pending civil litigation to which the Municipality is a party,** seconded by Martin and carried by those present.

Martin made a motion: **To have the Select Board return from Executive Session at 9:46 p.m.,** carried by those present. As a result, Martin made a motion: **To instruct Hunt to contact Townshend's attorney with instructions of the Select Board,** seconded by LaPointe and carried by those present.

**11. Other Business: Select Board Organization:** Martin nominated Rob Wright to serve as the Select Board's appointed Highway Liaison, carried by those present. Following brief discussion, Martin made a motion: **To have the television set removed from the Highway Garage,** seconded by Wright and carried by those present.

**12. Meeting Schedules:** Regular Meeting: April 6, 2015 at 6:00 p.m.

**13. Adjournment:** Stowell made a motion: **To adjourn at 9:54 p.m.,** carried by those present.

Respectfully submitted,

Craig K. Hunt