

approved: 02/15/16

## TOWNSHEND SELECT BOARD

### Meeting Minutes

February 1, 2016

**Present:** Kathy Hege; Robert Wright; Irvin Stowell

**In Attendance:** Joe Daigneault; Richard Melanson; Craig Hunt

- 1. Call To Order:** Hege called the meeting to Order at 6:10 p.m.
- 2. Approval of the Minutes:** Stowell made a motion: **To approve the Minutes of January 18, 2016**, seconded by Wright and carried by those present with one abstention.
- 3. Additions and Deletions:** Added to New Business was acceptance of a donated fire truck and certification of the 2015 Grand List. Deleted were discussions about the publication of Notices, a new Class IV road policy and current year budget.
- 4: Reports: Highway Department Report:** Hege reported that Bostrom had delivered a list of culverts that had been replaced in completion of that requirement for a Network Inventory.

Hege reported discussing with Bostrom the need for a metes and bounds survey of the Townshend Dam Road culvert, replaced in 2012, to satisfy the Army Corp of Engineers' need for a permanent easement.

**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 checking account held a balance of \$716,564 and that 2<sup>nd</sup> quarter taxes were beginning to be received.

Stowell made a motion: **To sign the TA-65 paving completion form for release of the \$129,404 State grant funds**, seconded by Wright and carried by those present.

- 5. Warrants:** Wright made motions to approve the following Warrants, all seconded by Stowell:  
02011 Payroll \$11,303.22, carried by those present.  
02012 Deductions \$4,908.63, carried by those present.  
02013 Highway Fund \$17,009.45, carried by those present.

Hege made a motion: **To amend Warrant 02013 to \$13,379.40, on the recommendation of Bostrom to withhold payment for replacement road signs**, seconded by Stowell and carried by those present. The motion, **To approve Warrant 02013 in the amount of \$13,379.40**, was carried then by those present.

02014 Equipment Fund \$1,178.54, carried by those present.

02015 General Fund \$165.17, carried by those present.

02016 Equipment Fund \$504.80, carried by those present.

02017 **General Fund \$22,233.15**, carried by those present.

02018 **Highway Fund \$850.90**, carried by those present.

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

**7. Correspondence:** The Board acknowledged receipt of a calendar of events from Grace Cottage Hospital.

**8. Old Business: Knox Box Policy:** Hege reported that the full Board needed to discuss this, once a draft policy had been provided by Townshend's Emergency Management Director.

**Land Sales:** The Board was updated on the completed transfers for the two municipal properties sold at auction earlier in the year.

**Unemployment Hearing:** Hege and Hunt updated the Board with the status of an unemployment claim, subsequent to an Appeal Hearing held on January 25, 2016.

**Hazard Mitigation Policy:** The Board briefly discussed Townshend's draft Hazard Mitigation Policy and Wright made a motion: **To adopt Townshend's Hazard Mitigation Policy.** The motion failed for lack of a second.

**Town Meeting Lunch:** The Board briefly discussed suggestions received by members of the public for lunch service during the 2016 Town Meeting, but as none were definitive, Stowell made a motion: **For the Select Board to deliberate no further on the provision of lunch at Town Meeting unless a qualified volunteer offers to provide it,** seconded by Wright and carried by those present.

**9. New Business: Town Meeting Warning:** Hege briefed the Board on the receipt of a 1977 fire truck from Plymouth, Massachusetts, donated to the Townshend Fire Department. Stowell then made a motion: **For the Select Board to accept the gift of a 1977 International 4X4 fire truck for use by the Townshend Fire Department,** seconded by Wright and carried by those present. Hunt was then asked to send a letter of appreciation.

**Windham Regional Commission Contract:** Following discussion of a letter of request received from the Planning Commission, Stowell made a motion: **To change the expiration terms on the contract with the Windham Regional Commission for assistance in preparation of the new Town Plan from February 1, 2016, to June 30, 2016,** seconded by Wright and carried by those present.

**Certification of the Grand List:** Stowell made a motion: **For the Select Board to sign the Listers Certification of the 2015 Grand List,** seconded by Wright and carried by those present.

**Gazebo Repairs:** Following brief discussion about the damage incurred to Townshend's gazebo during an accident on January 22, 2016, Stowell made a motion: **To find that premature disclosure of insurance claims procedures would place the municipality at a significant disadvantage if certain information was made public,** seconded by Wright and carried by those present.

Stowell made a motion: **For the Select Board to enter into Executive Session at 7:07 p.m. with Hunt under 1 V.S.A. 313-a-1-e for discussion of possible litigation**, seconded by Wright and carried by those present.

The Board returned from Executive Session at 7:13 and, as a result, Stowell made a motion: **To instruct Hunt to solicit three bids for repair of the gazebo and continue working with Townshend's insurance carrier toward satisfactory resolution of this matter**, seconded by Wright and carried by those present.

Route 30 Transit Study: The Board briefly discussed the potential costs to the Town if proposals for a bus service are adopted from the, "Route 30 Transit Study." Hunt was instructed to get a final draft of the study and a multi-year projection of Townshend's costs.

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

**11. Meeting Schedules: Regular Meeting:** February 15, 2016, at 6:00 p.m.

**Pre-Town Meeting:** February 22, 2016 @ 6:00 p.m.

**12. Adjournment:** Stowell made a motion: **To adjourn at 7:24 p.m.**, carried by those present.

Respectfully submitted,

Craig K. Hunt