

approved: 03/08/16

## TOWNSHEND SELECT BOARD

### Meeting Minutes

February 15, 2016

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

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

- 1. Call To Order:** Hege called the meeting to Order at 6:04 p.m.
- 2. Approval of the Minutes:** Stowell made a motion: **To approve the Minutes of February 1, 2016**, seconded by Wright and carried by those present with one abstention.
- 3. Additions and Deletions:** Added was an Executive Session to discuss personnel matters and to Highway Reports a letter from the Army Corps of Engineers.

**4: Reports: Highway Department Report:** Hege asked Bostrom for an update on an employee issue and Bostrom said that the discussion went well and included the setting of behavioral boundaries. Martin asked Bostrom about the culvert inventory presented at the previous meeting, noting that most of the culverts identified as needing replacement after tropical storm Irene had not been done. Bostrom said that the culverts replaced since Irene were the ones that needed doing the most, but that he would review the old list for any that were missed.

Bostrom advised the Board not to pay Atlantic Broom for new road signs to replace the ones that were mis-ordered, or mis-shipped – that he was working with Atlantic Broom to straighten out the credit.

The correspondence from the Army Corps of Engineers is seeking a permanent easement for the Dam Road culvert replaced in 2012, as only a temporary easement was issued to the Town for construction purposes. Hunt will endeavor to get bids for the work from surveyors.

Martin made a motion: **To find that discussion of personnel matters would put the Select Board at a disadvantage were details made public prematurely**, seconded by Wright and carried by those present.

Martin then made a motion: **To enter Executive Session with Bostrom at 6:30 p.m. under 1 V.S.A. 313-a3 to discuss personnel matters**, seconded by Wright and carried by those present.

The Board returned from Executive Session at 6:43 p.m. and, as a result, Bostrom will address the issue with an employee and report the resolution to the Select Board at the next meeting.

**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:** Nonet this time.

5. **Warrants:** Wright made motions to approve the following Warrants:

- 02151 **Payroll \$9,406.13**, seconded by Martin and carried by those present.
- 02152 **Deductions \$3,757.66**, seconded by Martin and carried by those present.
- 02153 **General Fund \$12,311.61**, seconded by Martin and carried by those present.
- 02154 **General Fund \$155.31**, seconded by Martin and carried by those present.
- 02155 **Highway Fund \$8,043.82**, seconded by Stowell and carried by those present.
- 02156 **Highway Fund \$3,630.00**, seconded by Martin and carried by those present.
- 02157 **Equipment Fund \$2,785.11**, seconded by Martin and carried by those present.
- 02158 **General Fund \$523.26**, seconded by Stowell and carried by those present.

6. **Correspondence:** A letter was received from Henry Pinckney regarding deteriorating conditions at his residence and requesting assistance. His letter was conveyed on February 2, 2016, to Townshend's Health Officer. Pinckney also requested the installation of signage on Depot Road to inform drivers that he is blind. That request was forwarded to the Highway Department.

Correspondence was received from Townshend's Health Officer that he had spoken with and offered advice to Mr. Pinckney.

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

8. **Old Business: Knox Box Policy:** Not at this time.

**Town Meeting Lunch:** The Select Board was notified that the Townshend Volunteer Fire Department will contribute the funds to provide lunch at Town Meeting this year. Board members expressed their appreciation to the Townshend Volunteer Fire Department.

**Net Metering Credit Allocation:** Not at this time.

**Hazard Mitigation Plan:** Martin made a motion: **To adopt the draft Hazard Mitigation Plan, drafted and approved by the Planning Commission, the Windham Regional Commission and FEMA**, seconded by Wright and carried by those present.

**Payroll Matters:** Following lengthy discussion, Martin made a motion: **To instruct Hunt to purchase a punch time-clock for installation at the Town Hall and to purchase a punch time-clock and camera for installation at he Highway Garage**, seconded by Stowell and carried by those present. Martin then made a motion: **For personnel at the Highway Garage and the Transfer Station Attendant to begin using the time-clock to record work times as soon as they are installed**, seconded by Stowell and carried by those present.

**Gazebo Repairs:** Martin open two received for Gazebo repairs:

Andrew McPhail	\$3,500.00
Ralph Sherman	\$3,200.00

Martin made a motion: **To contract with Ralph Sherman to undertake repair of the gazebo for a sum not to exceed \$3,200.00**, seconded by Stowell and carried by those present.

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

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

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

12. **Adjournment:** Stowell made a motion: **To adjourn at 8:12 p.m.**, carried by those present.

Respectfully submitted,

Craig K. Hunt