

approved: April 12, 2016

TOWNSHEND SELECT BOARD

Meeting Minutes

March 22, 2016

Present: Kit Martin; Irvin Stowell; Robert Wright

In Attendance: Joe Daigneault; Kurt Bostrom; Scott Nystrom; Bruce Bills; Richard Melanson; Craig Hunt

- 1. Call To Order:** Martin called the meeting to Order at 6:00 p.m.
- 2. Approval of the Minutes:** Wright made a motion: **To approve the Minutes of March 8, 2016**, seconded by Stowell and carried by those present.
- 3. Additions and Deletions:** Added to Correspondence was a letter from the Listers Office, a request from Grace Cottage Hospital and a report from DEC Commissioner Alyssa Schuren.

4. Members of the Public: Stowell made a motion: **To suspend the rules and speak with members of the public**, seconded by Wright and carried by those present.

Cemetery Commissioners Scott Nystrom and Bruce Bills were welcomed and requested that when renewal of Grace Cottage's 25-year septic system land-lease arrangement with the Town is considered, the annual payment be increased from \$500.00 to \$700.00. Members of the Select Board agreed to take the Commission's recommendation under advisement.

5: Reports: Highway Department Report: Bostrom informed the Board that the Highway Department would need to purchase more sand and that he was working on finalizing grant applications with V-Trans and the Windham Regional Commission. Wright queried Bostrom about the time spent checking roads and Martin asked that Bostrom investigate the non-use of Town of Townshend trash bags allegedly being put into the compactor. Stowell asked Bostrom to push for inclusion of grant funding for repairs needed on the East Hill Road bridge.

Bostrom agreed to speak with Patriot Motors about Freightliner expenses that should have been covered under extended warranty.

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 there was currently \$843,152.60 in the General Fund account and requested instruction to pay-off the remainder of the tax anticipation note held by People's Bank. Following brief discussion, Stowell made a motion: **To instruct the Treasurer to pay to People's Bank the \$50,000.00 still owed on the tax anticipation note, plus interest**, seconded by Wright and carried by those present.

6. **Warrants:** Wright made motions to approve the following Warrants, all seconded by Stowell.

(Warrants #32201 Payroll and #32202 Payroll Deductions were not available at this time).

32203 **General Fund \$9,738.16**, carried by those present.

32204 **General Fund \$11,508.00**, carried by those present.

32205 **General Fund \$389.75**, carried by those present.

32206 **Highway Fund \$1,145.45**, carried by those present.

32207 **Equipment Fund \$4,473.57**, Failed to carry by those present.

32208 **Equipment Fund \$1,823.40**, Failed to carry by those present.

32209 **Equipment Fund \$149.95**, Failed to carry by those present.

32210 **General Fund \$504.33**, carried by those present.

30811 **General Fund \$396.60**, failed.

7. **Correspondence:** Martin read a letter of request from Grace Cottage Hospital requesting use of the Town Common on August 6th for Fair Days and Stowell made a motion: **To approve the GCH request for use of the Common on August 6, 2016, pending receipt of insurance certification**, seconded by Wright and carried by those present.

Correspondence from Department of Environmental Conservation Commissioner Alyssa Schuren was acknowledged stating that the DEC would be working with the Army Corps of Engineers and State representatives to try and address the sediment build-up and water quality issues at Townshend Dam.

Martin acknowledged receipt of correspondence from Jeff Potter at the Commons newspaper offering to serve as the legal, "paper of record," for the Town.

A letter received from Recreational Committee member, Kristina Wright, requesting use of budgeted funds for a concert and bar-b-que on Green Up Day was discussed. Wright then made a motion: **To authorize the use of \$100.00 in Recreational Committee funds for Green Up Day events**, seconded by Stowell and carried by those present.

A letter from the Listers office recommending reconsideration of the Time Clock Policy was read by Martin. In discussion, Martin noted that errors in the manual recording of dates and times worked by employees and officials had become a chronic problem in computing payroll, with the most recent example coming from the Listers Office.

Stowell then made a motion: **To ratify adoption of the Townshend Time Clock Policy and send notices to all employees and officials**, seconded by Wright and carried by those present.

8. **Old Business: Knox Box Key Policy:** Nothing at this time.

FY 2016-17 RESCUE Inc Contract: Stowell made a motion: **To ratify adoption of the FY2016-17 RESCUE Inc contract**, seconded by Wright and carried by those present.

Bookkeeper's Assistant: Stowell made a motion: **To ratify the hiring of Elaine Hill as a part-time assistant to the bookkeeper**, seconded by Wright and carried by those present.

Officer Appointments: None at this time.

9. **New Business: Tobacco and Liquor Licenses:** Stowell made a motion: **To approve the application from Little MuMu for a Tobacco Sales License**, seconded by Wright and carried by those present.

Stowell made a motion: **To approve the application from Little MuMu for a Second Class Liquor License**, seconded by Wright and carried by those present.

Stowell made a motion: **To approve the application from Lawrence's Smoke Shop for a Second Class Liquor License**, seconded by Wright and, with one abstention, failed to carry by those present for lack of a quorum.

Following discussion about the request for outdoor consumption of alcoholic beverages from the West Townshend Community Center, Wright made a motion: **To table consideration of approving a First Class Liquor License application until a full Select Board was present**, seconded by Stowell and carried by those present.

10. Other Business: None at this time.

11. Meeting Schedules: Regular Meeting: April 12, 2016, at 6:00 p.m.

12. Adjournment: Stowell made a motion: **To adjourn at 7:21 p.m.**, carried by those present.

Respectfully submitted,

Craig K. Hunt