

approved: 3/28/17

## TOWNSHEND SELECT BOARD

### Meeting Minutes

March 15, 2017

**Present:** Kathy Hege; Robert Wright; Will Bissonnette; Irv Stowell

**In Attendance:** Cynthia Davis; Steven Frisk; Alan Haumann; Ian Kiehle, (BCTV); Craig Hunt

- 1. Call To Order:** Hege called the meeting to Order at 6:09 p.m.
- 2. Approval of the Minutes:** Stowell made a motion: **To approve the Minutes of February 28, 2017**, seconded by Bissonnette and carried by those present.  
Bissonnette made a motion: **To approve the Special Meeting Minutes of March 7, 2017**, seconded by Stowell and carried by those present.
- 3. Additions and Deletions:** Added to New Business was a Liquor License application and added to Correspondence, State approval of the Highway Mileage Certificate.
- 4. Members of the Public:** Bissonnette made a motion: **To suspend the rules to hear from members of the public**, seconded by Wright and carried by those present.

Cynthia Davis, former Townshend Town Clerk was welcomed and urged the Select Board to be more transparent in its decisions, referencing the resignation of Select Board member Kyle LaPointe on Town Meeting day which allows the Select Board to appoint, rather than have an open election for his replacement. Hege stated that LaPointe resigned for personal reasons and his written resignation was not received until March 7<sup>th</sup>, after Town Meeting elections had already taken place. His resignation was not in hand, or accepted by the Select Board weeks in advance of Town Meeting when the Warning for elections was legally posted, Hege and Stowell explained, and while all who are elected, or appointed, can quit at anytime and for any reason, no board can post notices of a vacancy, or act in anticipation of an opening until it becomes official.

Davis also urged the Select Board to return the statutory duties and responsibilities of the Treasurer's office to the elected Treasurer. Hege explained that the Select Board would welcome having all of the Town's financial operations managed proficiently by an elected Treasurer, noting that the Select Board had no legal authority to assume, or diminish, the statutory duties and responsibilities of the Treasurer. Though the subject again was put before the voters at Town Meeting, it was ignored and little can change, operationally, until the voters elect a Treasurer willing and able to manage all of the Town's finances.

Davis then advised the Select Board to clearly understand the legal differences between a Town Manager and a Town Administrator, suggesting that hiring a manager would require a change in the Town's governing charter. Board members explained that the study committee to be formed at the voters request would be assessing more than the semantic differences in the titled position and would be researching the advantages and consequences of recommending either.

Steven Frisk was welcomed and relayed his interest in being considered for appointment to the seat on the Select Board vacated by LaPointe. The Board thanked him for volunteering and informed him that they would deliberate upon filling the opening at it's next meeting.

Davis and Select Board members discussed the failure to Warn, for election, the open position on the Leland & Gray School Board, which will require a separate Public Meeting Warned and governed by the Townshend School District's Board.

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

**31501 Highway**        \$    **100.00**, seconded by Bissonnette and carried by those present with one abstention.

**31502 Payroll**        \$    **9,924.41**, seconded by Bissonnette. Following discussion about overtime wages, the motion was carried by those present and Stowell made a motion: **To meet with the Highway Foreman in Executive Session prior to the next meeting**, seconded by Wright and carried by those present.

**31503 Payroll Taxes** \$    **4,030.40**, seconded by Bissonnette and carried by those present.

**31504 General**        \$    **18,194.63**, seconded by Stowell and carried by those present.

**31505 General**        \$    **4,034.13**, seconded by Stowell and carried by those present.

**31506 General**        \$    **572,300.32**, seconded by Bissonnette and carried by those present.

**31507 Highway**       \$    **141.56**, seconded by Stowell and carried by those present.

**31508 Highway**       \$    **965.26**, seconded by Stowell and carried by those present.

**31509 Equipment**    \$    **3,375.88.**, seconded by Stowell. Discussion about the cost of parts to repair unreported accidents ensued and the motion was carried by those present. Wright then made a motion: **For the Highway Foreman to write up an incident report and deliver it to the Select Board within 24 hours of any accident, or event, resulting in any damage to town equipment**, seconded by Stowell and carried by those present.

**6. Reports: Highway Report:** None at this time. Hege wanted it noted that the Highway Foreman was absent at this meeting and that she had wanted to discuss his misconstruing Select Board directives at Town Meeting by stating to the voters that he had been prohibited from applying for highway and structures grants.

Following discussion, Hunt was instructed to prepare a Request for Proposal for roadside mowing and ensure that any bids for the new front-end loader are mailed to the Select Board.

**Town Clerk's Report:** The Select Board reviewed the Town Clerk's journal reports from the prior weeks.

**Law Enforcement Report:** None at this time.

**Treasurer's Report:** None at this time.

**7. Correspondence:** Hege acknowledged receipt of State approval of the Highway Mileage Certificate.

Stowell made a motion: **To sign the 5-year agreement with the Vermont Forest & Parks Department allowing Townshend's possession and use of the fire department's brush truck**, seconded by Bissonnette and carried by those present.

Hege summarized an announcement from the Army Corp of Engineers that bid requests for dredging the swimming area at Townshend Lake were being sent out. That dredging is expected to occur later this Spring.

Bissonnette made a motion: **To approve the request from Grace Cottage Hospital to hold Fair Days on Townshend Common on August 5, 2017**, seconded by Stowell and carried by those present.

**8. Old Business: Board of Health Matter:** Hunt confirmed to the Board that a letter had been sent out requesting the removal of accumulated household trash from a residence on Grafton Road. The deadline for removal is March 28<sup>th</sup>, when the Select Board next meets with opportunity to convene as Townshend's Board of Health to take any necessary remedial action.

**Recycling:** Stowell updated the Board with an announcement that the Windham Solid Waste Management District would be providing bid forms for district towns to use in seeking estimates from private haulers for the disposal of recycled materials.

**9. New Business: Liquor Licenses:** Stowell made a motion: **To approve Vermont Staple Good's application for a 2nd Class Liquor License**, seconded by Bissonnette and carried by those present.

**Library Trustee Resignation:** Bissonnette made a motion: **To accept, with regret, the resignation of Nan Danforth as a Library Trustee**, seconded by Wright and carried by those present. Hunt was instructed to post a Notice of Vacancy.

**Select Board Organization:** Wright nominated Stowell to serve as the Vice-Chair of the Select Board, carried by those present with one abstention.

Bissonnette nominated Wright to serve as the Clerk of the Select Board, carried by those present with one abstention.

Bissonnette made a motion: **To schedule regular Select Board meetings on the second and fourth Tuesdays of every month**, seconded by Stowell and carried by those present.

Bissonnette made a motion: **To select The Commons as the newspaper of record, with the Brattleboro Reformer used as a back-up when necessary**, seconded by Stowell and carried by those present.

**Town Manager / Town Administrator Study Committee:** Wright nominated Bissonnette to serve on the Town Manager / Town Administrator Study Committee, carried by those present. Lengthy discussion with Alan Haumann, who has volunteered to serve on this committee, ensued and an organizational meeting was scheduled for March 29, 2017 in the Town Hall at 7:00 p.m. Hunt was instructed to notify other volunteers to this committee of the meeting schedule.

**Town Officer Appointments:**

Bissonnette made a motion: **To appoint Dale West to serve as a Planning Commissioner until 2019**, seconded by Stowell and carried by those present.

Bissonnette made a motion: **To appoint Andrew Snelling to serve as a Planning Commissioner until 2022**, seconded by Stowell and carried by those present.

Bissonnette nominated Kristina Wright to serve as a Fence viewer, carried by those present.

Bissonnette nominated Kristina Wright to serve on the Recreational Committee, carried by those present.

Bissonnette nominated Kristina Wright to serve on the Social Service Screening Committee, carried by those present.

Bissonnette nominated Kathy Hege to serve as Townshend's representative to RESCUE Inc, carried by those present.

Bissonnette nominated Irvin Stowell to serve as Townshend's representative to the Windham Solid Waste Management District, carried by those present.

Bissonnette nominated Dale West to serve as Townshend's alternate representative to the Windham Solid Waste Management District, carried by those present.

Bissonnette nominated Kathy Greve to serve on the Social Service Screening Committee, carried by those present.

Bissonnette nominated Robert Wright to serve as Townshend's Timber Inspector, carried by those present.

Bissonnette nominated Robert Wright to serve as Townshend's Inspector of Shingles, carried by those present.

Bissonnette nominated Sherwood Lake to serve as Townshend's Emergency Management Director, carried by those present.

Bissonnette nominated Brian Schmidt to serve as Townshend Fire Department's 911 Liaison, carried by those present.

Bissonnette nominated Craig Hunt to serve as Townshend's Cell Tower officer, carried by those present.

Bissonnette nominated Susan LeCours to serve as Townshend's representative to Valley Cares, carried by those present.

Bissonnette nominated Craig Hunt to serve as a Fence Viewer, carried by those present.

Bissonnette nominated Townshend's First and Second Constables to serve as Townshend's Animal Control Officers, carried by those present.

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

**11. Executive Session:** None at this time.

**12. Meeting Schedule: Regular Meeting:** March 28, 2017 at 6:00 p.m.

**13. Adjournment:** Stowell made a motion: **To adjourn at 8:48 p.m.**, carried by those present.

Respectfully submitted,

Craig K. Hunt