

approved: 02/13/18

## TOWNSHEND SELECT BOARD

### Meeting Minutes

January 23, 2018

**Present:** Kathy Hege; Will Bissonnette; Robert Wright; Irvin Stowell; Steve Frisk;

**In Attendance:** Joseph Daigneault; Richard Melanson, (BCTV); Craig Hunt

**1. Call To Order:** Hege called the meeting to Order at 6:01 p.m.

**2. Approval of the Minutes:** Bissonnette made a motion: **To approve the Minutes of January 9, 2018**, seconded by Wright and carried by those present.

Bissonnette made a motion: **To approve the Special Meeting Minutes of January 15, 2018**, seconded by Frisk and carried by those present.

Bissonnette made a motion: **To approve the Workshop Notes of November 20, 2017**, seconded by Stowell and carried by those present.

Frisk made a motion: **To approve the Workshop Notes of December 5, 2017**, seconded by Bissonnette and carried by those present.

**3. Additions and Deletions:** Added to Correspondence was a letter received by Hege from Phil Moriarty.

**4. Reports: Highway Report:** Hege noted that the Windham Regional Commission had submitted an invoice for work done on the Road Erosion and Network Inventory studies.

Hege then read a letter received from the Windham Regional Commission supporting Townshend in its effort to get a State grant to offset the engineering costs of replacing Bridge 43 on West Hill Road.

Hege reported on the status of the accident in which a Town truck backed over her parked car and the fact that insurance adjusters apparently had been trying to reach and were leaving unreturned messages with the Highway Foreman.

Stowell reviewed Townshend road maps published by V-Trans providing the mileages of Class 2, Class 3 and Class 4 roads.

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

**Treasurer's Report:** Daigneault reported that the General Fund Sweep account held a balance of \$ 974,440.61 and that the Checking account held \$ 30,000.

5. **Warrants:** Wright made motions to approve the Warrants, all seconded by Frisk:

012301 Payroll \$ 10,332.51, carried by those present.

012302 Taxes 3,994.50, carried by those present.

012303 General 27,610.43, amended to \$27,574.68, by removing a Mileage Reimbursement request that was incompletely and wrongly filled-out. The amended motion was then carried by those present.

012304 Highway 410.61, failed to carry by those present. Hunt was again instructed to clarify the costs of services from UniFirst Uniforms - costs which have steadily crept upward.

012305 Highway 5,040.35, carried by those present.

012306 Equipment 4,966.12, amended to \$3,051.86, by removing an invoice from Chappell Tractor for tire chain cross links, which the Select Board wishes to discuss with the Highway Foreman prior to paying. The amended motion then was carried by those present.

6. **Other Business:** Stowell expressed satisfaction with Townshend's road mileage and Bissonnette made a motion: **To approve the State's 2018 Highway Mileage Certificate stating that Townshend's total highway mileage is 62.857 miles**, seconded by Wright and carried by those present.

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

8. **Correspondence:** Hege read a letter received from Phil Moriarty expressing his gratitude to the Select Board for attending to an alleged violation of the Open Meeting Laws by providing notes for two budget workshops that the Select Board held late last Fall. With appreciation, Moriarty also noted that the Select Board attempted to address the possible dereliction of other Town offices, elected Commissions, or appointed Boards, in keeping public records of their proceedings.

9. **Old Business: NEMRC Contracts:** The Board again requested that Hunt provide clarification about the terms of these contracts prior to their acceptance.

10. **New Business: Select Board Report:** Following brief discussion, Select Board members gave unanimous consent to a draft Select Board report to be printed in the 2018 Annual Town Report.

**Municipal and Highway Budget Proposals:** Bissonnette made a motion: **To accept the FY2019 budget proposals for Municipal and Highway expenses as prepared**, seconded by Frisk and carried by those present.

**Town Meeting Warning:** Hege read the draft Town Meeting Warning and, following correction of an error in a taxes-due date, Bissonnette made a motion: **To approve the Warning for Townshend's March 6, 2018, Town Meeting**, seconded by Frisk and carried by those present.

**Liquor Licenses:** Bissonnette made a motion: **To approve the 2nd Class Liquor License request of 3J's LLC, (Harmonyville Store)**, seconded by Wright and carried by those present.

Wright then made a motion: **To approve the Tobacco Sales License request of 3J's LLC, (Harmonyville Store)**, seconded by Bissonnette and carried by those present.

**Town Meeting Lunch:** Board members briefly discussed the offer to provide the 2018 Town Meeting lunch, made by Kris Jerz, representing the 5th and 6th grades at Townshend Elementary School. Wright made a motion: For the Select Board to accept with appreciation the offer of the 5th and 6th grades at the Townshend Elementary School to cater this year's Town Meeting lunch, seconded by Bissonnette and carried by those present.

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

**12. Meeting Schedule: Regular Meeting: February 13, 2018 @ 6:00 p.m.**

**Pre-Town Meeting: February 26, 2018 at 6:00 p.m.**

**13. Adjournment:** Stowell made a motion: **To adjourn at 7:13 p.m.**, carried by those present.

Respectfully submitted,

Craig K. Hunt