

approved: 10/23/18

TOWNSHEND SELECT BOARD

Meeting Minutes

October 9, 2018

Present: Kathy Hege; Will Bissonnette; Steven Frisk; Robert Wright

In Attendance: Joseph Daigneault; Kurt Bostrom; Mike Bills; Richard Melanson, (BCTV); Craig Hunt

1. **Call To Order:** Hege called the meeting to Order at 6:05 p.m.
2. **Approval of the Minutes:** Frisk made a motion: **To approve the Minutes of September 25, 2018, as corrected**, seconded by Bissonnette and carried by those present.
3. **Additions and Deletions:** To New Business, discussion of a pet policy for Town Hall was added.
4. **Warrants:** Wright made motions to approve the Warrants, all seconded by Frisk:
 - 100901 Payroll \$ 9,595.51, carried by those present. Again, the Board discussed the Time Clock policy with Bostrom and Hunt was instructed to inform the bookkeeper that certain payroll over-payments should be deducted in the next pay period
 - 100902 Taxes 3,615.90, carried by those present.
 - 100903 General 3,821.49, carried by those present with one abstention.
 - 100904 General 13.19. Following brief discussion with Mike Bills, Bissonnette made a motion: **To table General Fund Warrant 100904 until after an Executive Sessions with the Listers office chairman**, seconded by Frisk and carried by those present.
 - 100905 Highway 12,230.70. Following discussion, Bissonnette made a motion: **To withhold an overcharge payment to Unifirst Uniform and, upon Bostrom's instruction, withhold payment for roadside mowing, thereby amending Highway Warrant 100905 from \$12,230.70 to \$1,427.24**, seconded by Frisk and carried by those present.
 - 100906 Equipment 6,809.58, carried by those present..
 - 100907 General 526.25, carried by those present..
 - 100908 General 3,200.00, carried by those present.
 - 100909 Equipment 1,805.53, Bissonnette made a motion: **To amend Equipment Warrant 100909 from \$1,805.53 to \$ 1,755.05 to eliminate a double billing error**, seconded by Frisk and carried by those present.
 - 100910 Highway 14,220.00, carried by those present.
 - 100911 General 46,888.38, carried by those present.

5. Reports: Highway Report: Mowing: The Select Board received two bids for mowing the municipal grounds for the remainder of the season:

Bloom Enterprises	\$205.00
Winot Work	\$320.00

Wright made a motion: **To have Bloom mow the grass one last time this season at the price quoted,** seconded by Bissonnette and carried by those present.

Hunt provided a quotation for winter sand from Cersosimo Industries and Bissonnette made a motion: **To contract with Cersosimo Industries for up to 4,000 cubic yards of winter sand delivered at \$13.75 per cubic yard,** seconded by Frisk and carried by those present.

Bostrom reported that ditch and culvert replacement work was continuing and that Foster's had looked at the Ford 550, which is to be traded in on a new Dodge 5500.

Town Clerk's Report: No Town Clerk's cash journal report was received at this time.

Treasurer's Report: The Treasurer's report conveyed that the People's General Fund sweep account held a current balance of \$1,020,616.17 and that \$30,000.00 was in the checking account.

Presented with a contract for the outside audit, Bissonnette made a motion: **To sign the 2018 contract with McSoley McCoy for municipal auditing services, as presented,** seconded by Wright and carried by those present.

6. Executive Session: Bissonnette made a motion: **For the Select Board to enter into Executive Session under 1 V.S.A. 313 a-3 at 6:41 p.m. with Mike Bills for an employee evaluation,** seconded by Frisk and carried by those present.

The Board returned from Executive Session at 7:09 p.m. and, as a result, the Listers office will provide the Select Board with a written job description of the assistant currently in the Listers employ.

7. Correspondence: None at this time.

8. Old Business: Listers Request: The Board again tabled discussions of a request from the Listers office for new equipment.

Common Use Policy: Following brief discussion, Hunt was asked to present the Select Board with a revised draft of the Common Use policy prior to the meeting on October 23rd.

2019 Budget: Not at this time.

Town Report: At the next meeting, Bissonnette hopes to provide the Board with recommendations for having the annual Town Report prepared.

Johnson Property: Hege reported that the Town's property in West Townshend was finally sold.

9. New Business: Thistle Stone Contract: Hunt will contact Michael Wetzner of Thistle Stone Works regarding emergency repairs on the stone arch bridge over Tannery Brook.

Tree Cutting: Wright will seek additional estimates for removing a large pine tree on Deer Valley Road at Wiswell Cemetery.

Town Hall Rental Policy: Select Board members will consider amendments to the current Town Hall Use Policy.

Town Hall Pet Policy: Select Board members will consider crafting a policy for pets and other animals visiting the Town Hall. Hunt was asked to research the policies that other municipalities have adopted.

10. Executive Session: Bissonnette made a motion: **For the Select Board to enter into Executive Session with Hunt for an employee evaluation at 7:40 p.m. under 1 V.S.A. 313 a-3**, seconded by Frisk and carried by those present.

The Select Board returned from Executive Session at 9:20 p.m. and, as a result, no action was taken.

11. Other Business: None at this time.

12. Meeting Schedules: Regular Meeting: October 23, 2018 @ 6:00 p.m.

13. Adjournment: Wright made a motion: **To adjourn at 9:26 p.m.**, carried by those present.

Respectfully submitted,

Craig K. Hunt