

approved: 12/04/18

## TOWNSHEND SELECT BOARD

### Meeting Minutes

November 13, 2018

**Present:** Kathy Hege; Will Bissonnette; Steven Frisk; Robert Wright; Crystal Mansfield

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

1. **Call To Order:** Hege called the meeting to Order at 6:15 p.m.

2. **Approval of the Minutes:** Frisk made a motion: **To approve the Minutes of October 23, 2018**, seconded by Bissonnette and carried by those present.

Frisk made a motion: **To approve the Minutes of the Special Meeting held on October 29, 2018**, seconded by Bissonnette and carried by those present.

3. **Additions and Deletions:** Added to Correspondence was a letter received from Ed Smith and added to the Highway Report was gravel crushing.

4. **Members of the Public:** Bissonnette made a motion: **To suspend the rules and take the Agenda out of order to meet with the public**, seconded by Frisk and carried by those present.

Charles Marchant, representing the Townshend Historical Society, was welcomed and discussed Michael Weitzner's stone work on the West Townshend Bridge. Marchant requested that the Select Board replace a missing 24,000 pound weight limit sign on the northern end of Back Windham Road and post 5 mile-per-hour speed limit signs at the bridge, itself. He also requested that the Townshend Historical Society receive permission to contact trucking companies that use the bridge frequently and inform them of the historic importance of the bridge and its sensitivity to vibration. That permission was granted by the Select Board with gratitude and signs will be ordered.

Marchant informed the Board that he had someone in mind for attending to the brush cutting necessary around the non-utilized historic stone arch bridges and was asked to provide Hunt with the information.

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

111301 Payroll	\$ 11,570.68,	carried by those present.
111302 Taxes	3,933.53,	carried by those present.
111303 General	1,281.52,	carried by those present.
111304 General	13.19,	carried by those present.
111305 Highway	194,923.12,	carried by those present.
111306 Equipment	1,036.57,	carried by those present.
111307 Highway	15,518.40,	carried by those present.
111308 General	10,541.22,	carried by those present.
111309 General	16,080.00,	carried by those present.
111310 Payroll	9,946.51,	carried by those present.
111311 Taxes	3,495.11,	carried by those present.

6. **Reports: Highway Report:** As requested, Hunt provided a quotation on the cost of a new 26 hp tractor with mower and snow blower attachments. It is still unclear, however, whether the Town's John Deere 755, disassembled in the garage, can be brought back into service.

Hunt informed the Board that gravel crushing was not yet complete, with just more than a third of the expected quantity done. Fritz promised to contact Fitzpatrick for an update.

**Town Clerk's Report:** The Town Clerk's cash journal report from the prior weeks was received at this time.

**Treasurer's Report:** The Treasurer reported that the People's General Fund Sweep account held a current balance of \$1,213,264.07 and that \$22,768.21 was in the checking account.

Hunt reported that the audit of Townshend's finances was nearing completion.

7. **Correspondence:** Hege read a brief letter received from Highway Crew member Ed Smith, announcing that he would be leaving employment with the Town of Townshend, effective November 30th. Bissonnette then made a motion: **To accept the resignation of Ed Smith**, seconded by Frisk and carried by those present.

Hege acknowledged receipt of a request from the West River SnoGoers Snowmobile Club for permission to use portions of 13 town-maintained roads during the 2018-19 winter season. Board members reviewed the request, essentially unchanged in the last three years, and Frisk made a motion: **For the Select Board to allow the West River SnoGoers Snowmobile Club to use the roads requested during the 2018-19 winter**, seconded by Bissonnette and carried by those present.

**8. Old Business: Listers Assistant Job Description:** The Select Board received a written description of Helen Holt's duties as an assistant to the Listers office. Those duties are under the direct supervision of the Town's elected Listers and, while they do include the compilation of data, they don't allow for decisive interpretation of information or the entry of data into the system.

**Common Use Policy:** The Select Board briefly discussed the draft Town Common Use Policy and intend to bring revision suggestions to the next meeting.

**Town Hall Use Policy:** Board members also briefly discussed the draft Town Hall Use Policy and will bring comments and suggestions forth at the next meeting.

**FY2020 Budget:** Select Board members agreed to hold a meeting on December 4th at 6:15 p.m. in order to work on next year's budget.

**Town Report:** Bissonnette briefed the Board on professional composition and printing costs that he has requested. Hunt indicated that a proposition made to Leland and Gray had returned expressions of interest, but, as yet, no commitment.

**9. New Business: Personnel Policy:** With some urgency, Board members will review and modify the newly proposed Townshend Personnel Policy.

**Officer Appointments:** Mansfield nominated Eileen Fahey and Barbara Bedortha to serve with Alice Gausch in overseeing the Howard Legacy, unanimously approved by consent of the Select Board.

Bissonnette nominated Helen Holt to serve on the E-911 Committee, approved by consent of the Select Board.

**Ballfield Dedication:** Hunt conveyed a written request from Ellenka Wasung-Lott for guidance in honoring Bruce Cutts by dedicating Townshend's ball field in his name. Following brief discussion, Wright made a motion: **To request that Ellenka Wasung-Lott provide the Select Board with a plan for a dedication ceremony and submit quotations for the cost of a plaque,** seconded by Bissonnette and carried by those present.

**10. Executive Session:** Bissonnette made a motion: **For the Select Board to enter into Executive Session at 7:10 p.m., under 1 V.S.A. 313 a-3, with Hunt, to review applications for Highway Department personnel,** seconded by Mansfield and carried by those present.

The Select Board returned from Executive Session at 8:30 p.m. and, as a result, the Select Board will hold Special Meetings to interview applicants on Wednesday, November 14, 2018, at 5:00 p.m. in the Town Hall and on Saturday, November 17, 2018, at the Highway Garage, beginning at 9:00 a.m.

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

**12. Meeting Schedules:** **Special Meeting: November 14, 2018 @ 5:00 p.m.**  
**Special Meeting: November 17, 2018 @ 9:00 a.m. @ Garage**  
**Regular Meeting: November 27, 2018 @ 6:00 p.m.**

**13. Adjournment:** Mansfield made a motion: **To adjourn at 8:36 p.m.**, carried by those present.

Respectfully submitted,

Craig K. Hunt