

approved: 12/11/18

## TOWNSHEND SELECT BOARD

### Meeting Minutes

December 4, 2018

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

**In Attendance:** Joseph Daigneault; Elizabeth Martin; Craig Hunt

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

2. **Approval of the Minutes:** Bissonnette made a motion: **To approve the Minutes of November 13, 2018**, seconded by Mansfield and carried by those present.

Bissonnette made a motion: **To approve the Special Meeting Minutes of November 14, 2018**, seconded by Frisk and carried by those present.

Bissonnette made a motion: **To approve the Special Meeting Minutes of November 17, 2018**, seconded by Frisk and carried by those present.

3. **Additions and Deletions:** None at this time.

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

120401 Payroll \$ 9,975.04, carried by those present.

120402 Taxes 3,863.17, carried by those present.

120403 General 6,576.15, carried by those present.

120404 Highway 1,386.89, following brief discussion about correctly allocating a vendor's invoice, the motion was carried by those present.

120405 Highway 246.69, The motion was amended to \$228.04 by Wright to eliminate an overcharge, seconded by Frisk and carried by those present.

120406 Equipment 5,849.48, carried by those present.

120407 Highway 2,387.50, carried by those present with one abstention.

120408 Highway 600.00, carried by those present.

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.

Elizabeth Martin was welcomed and presented the Select Board with photographs of the flooded field adjacent to her home on Route 35. Water from that field, which she believed should drain along the roadside ditch and through Town culverts, was causing her basement to flood. In discussion, Martin explained that she had spoken with the Highway Foreman and a crew member a few months ago and had left messages, but

hadn't had a response. Recently, she spoke twice with Craig Hunt. Discussion ensued about the lay of the land and a history of wetness in the field. Frisk then promised to examine the ditch and culverts the following morning, December 5th, and have the Highway Department attend to anything needed within the Town's right-of-way.

**6. Reports: Highway Report: Employees:** It was stated, for the record, that Steven Frisk had accepted the position of Department of Public Works Supervisor and, in that capacity, would be overseeing all operations at the Highway Department. Frisk reported that three offers had been made to individual candidates for the open positions on the highway crew and that Jeremy Zumbruski, Robert Germon and Billy Roberts had accepted those offers.

Hunt reported that a 26 hp Kubota tractor, ordered to replace the un-repairable John Deere 755, would be delivered as soon as the snow blower attachment was received and fitted by Pinnacle View. Wright made note that the decision to place that order was made out of session and didn't conform to the Purchase Policy bidding protocols. Hunt agreed, but explained that time was a factor and that Board members had previously, if informally, given consent.

Frisk briefed the Board on a change in the specifications for the new Dodge 5500 from an angle plow to a V-plow, with no change in the pricing from Fairfield.

**Town Clerk's Report:** None at this time.

**Treasurer's Report:** The Treasurer reported that the People's General Fund Sweep account held a current balance of \$1,405,614.41 and that \$29,740.00 was in the checking account.

**7. Members of the Public:** Chad Greenwood was welcomed and talked at length with the Select Board about the changing personnel and management structure of the Highway Department.

**8. Correspondence:** Hege summarized a draft report received from the outside auditors, McSoley McCoy, and presented a draft letter from the Select Board to return to the auditors acknowledging their work. Bissonnette made a motion: **To sign and mail the letter to McSoley McCoy**, seconded by Wright and carried by those present.

**8. Old Business: Personnel Policy:** Select Board members reviewed the draft Townshend Personnel Policy and expressed their intent to finalize it at the next meeting.

**Common Use Policy:** The Select Board discussed the draft Town Common Use Policy and expressed their intent to finalize it before the New Year.

**Town Hall Use Policy:** Board members discussed the draft Town Hall Use Policy and also expressed their intent to finalize it before the New Year.

**FY20 Budget:** Select Board members briefly discussed how to proceed in drafting next year's budget.

**9. New Business:** None at this time.

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

**11. Other Business:** Bissonnette made a motion: **To continue to contract with UniFirst Uniform Service for the Highway Department**, seconded by Frisk and carried by those present, with one abstention.

**12. Meeting Schedules:** **Regular Meeting: December 11, 2018 @ 6:15 p.m.**  
**Christmas Week Meeting: December 27, 2018 @ 5:00 p.m.**

**13. Adjournment:** Mansfield made a motion: **To adjourn at 8:40 p.m.**, carried by those present.

Respectfully submitted,

Craig K. Hunt