

approved: 01/09/19

## TOWNSHEND SELECT BOARD

### Meeting Minutes

December 27, 2018

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

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

1. **Call To Order:** Hege called the meeting to Order at 5:30 p.m.

2. **Approval of the Minutes:** Bissonnette made a motion: **To approve the Minutes of December 11, 2018**, seconded by Frisk and carried by those present.

Bissonnette made a motion: **To approve the Special Meeting Minutes of December 13, 2018**, seconded by Frisk and carried by those present.

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

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

122701 Payroll \$ 12,249.44, carried by those present.

122702 Taxes 4,811.94, carried by those present.

122703 General 15,209.25, failed to carry by those present since insurance invoices require clarification.

122704 General 6,188.89, carried by those present.

122705 Highway 12,779.08, carried by those present.

122706 Equipment 5,092.65, carried by those present.

122707 General 1,379.47, carried by those present.

122708 Highway 10.59, carried by those present.

122709 Equipment 105.03, carried by those present.

5. **Reports: Highway Report:** Frisk reported that as culverts were being unplugged and cleaned, assessments were being made as to which were in most serious need of replacing. Frisk reported that the new Dodge was on schedule for delivery at the end of January. He made note of the fact that the amount of trash being discovered along Townshend's roadways was appalling.

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

**Treasurer's Report:** The Treasurer reported that the People's General Fund Sweep account had a balance of \$972,137.63 and that there was \$29,710.02 in the checking account.

**6. Correspondence:** Hege read a letter from Robert LeCours resigning from his employment with the Townshend Highway Department, effective December 21st.

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

**8. Old Business: Personnel Policy:** Following discussion, Bissonnette made a motion: **To re-instate Town Meeting and Veteran's days as paid holidays for employees of the Town of Townshend in the draft Personnel Policy**, seconded by Frisk and carried by those present.

Bissonnette then made a motion: **To adopt the draft Personnel Policy, as modified, for the Town of Townshend**, seconded by Frisk and carried by those present.

**Town Hall Use Policy:** Bissonnette described researching the availability of ready and affordable insurance riders through VLCT for those interested in renting the Town Hall and made a motion: **To amend the draft Town Hall Use Policy to give discretion over the insurance requirement to the Select Board**, seconded by Frisk and carried by those present.

Mansfield then made a motion: **To adopt the Town Hall Use Policy, as amended**, seconded by Bissonnette and carried by those present.

**Town Report:** Following brief discussion, Bissonnette made a motion: **To contract with Howard Printing for production of the 2019 Annual Town Report**, seconded by Frisk and carried by those present.

**9. New Business: Liquor License:** Bissonnette made a motion: **To approve the 2nd Class Liquor License application submitted by 3 J's, (Harmonyville Store)**, seconded by Frisk and carried by those present.

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

**11. Other Business:** The Select Board continued to work on the FY20 General Fund, Highway Fund and Equipment Fund budget proposals.

Daigneault informed Select Board members that the computers in Town Hall continued to suffer from crashes and requested that the Select Board find a remedy to the issues causing the problem. Hege quickly reviewed the efforts and expenses of the past year to replace equipment and contract for technical services, but noted that the NEMRC

software, which the municipality relies upon for its Grand List, Tax Administration and Fund accounting functions is no longer supported, as it was.

**12. Meeting Schedules: Regular Meeting: January 8, 2019 @ 6:15 p.m.**

**13. Adjournment:** Bissonnette made a motion: **To adjourn at 7:40 p.m.,** carried by those present.

Respectfully submitted,

Craig K. Hunt