

**Townshend Select Board Meeting**  
**Minutes      approved 8/13/2019**  
July 23<sup>rd</sup>, 2019 @ 6:30 p.m.

**Present:** Kathleen Hege, Steven Frisk, Crystal Mansfield, Robert Wright, Will Bissonnette.

**In Attendance:** Joeseeph Daigneault, Karla Lumbrá, Richard Melanson (BCTV), Cynthia Davis, Charles Marchant, Anita Bean

1. **Call to Order:** Hege called the meeting at 6:29 p.m.
2. **Approval of Minutes:** Bissonnette moves to approve the minutes for July 11<sup>th</sup>, 2019, Frisk seconds, carried by those present
3. **Additions and Deletions:** Added to the agenda – Under highway: Windham Coach and Carriage correspondence, FY 20 State aid to highway correspondence, VLCT claims report. Under Treasurer: Oakwood Cemetery funds transfer. Under correspondence: VLCT inspection report. Under old business: discussion of Town Hall No Smoking Policy.
4. **Bissonnette motions, Wright seconds, to take the agenda out of order and take members of the public first, carried by those present.**
  - a. Stone Arch Bridge Update with Historical Society. Charles Marchant speaks to board about reapplying for a structures grant for the West Townshend stone arch bridge after a conversation with Meghan Bronk. It was suggested that Townshend identify the top 10 infrastructure projects looming in the future and rank them by priority. Hege stated that the town is currently in the middle of an engineering study to replace bridge #43 and would be applying for a structures grant in the spring to deal with the deteriorating bridge. If the town were to apply for a grant for bridge #43 and the stone arch bridge we would end up competing with ourselves for funding. Mr. Marchant suggested that the board apply for stone arch bridge repair funds when the time is appropriate.
  - b. **Executive Session:** Mansfield moves into enter executive session with Anita Bean to discuss health insurance coverage plans that are covered under 45 CFR [Part 160](#) and Subparts A and E of [Part 164](#) otherwise known as the Health Insurance Portability and Accountability Act or HIPAA. Since the individual whose benefits were being discussed was not present to give permission to discuss coverage in open session and information about participants of section 105 HRA's is protected under this law, the board opted to

have the discussion in executive session to protect privacy. Bissonnette seconds the motion to enter executive session, and it was carried by those present. The board returned to open session at 6:55 PM. Bissonnette motions to reconsider the language of the Personnel Policy regarding spousal health benefits, Mansifeld seconds, motion fails with one abstention.

**5. Warrants:** Wright motions to pay warrants 1, 2, 3, 4, 5, 6, 7, 8, 9, Frisk seconds, carried by those present

#1	Payroll	\$10,530.72
#2	Payroll Taxes	\$4,585.07
#3	General Fund #1	\$4,856.22
#4	General Fund #2	\$12.00
#5	Highway	\$5,128.34
#6	Highway FY2019	\$88.05
#7	Highway #2	\$17.00
#8	Equipment	\$339.75
#9	General Fund	\$591.05
	Total	\$26,148.20

**6. Reports:**

**Highway: Frisk reports:** Grader is down with hydraulic leak, parts will be in Thursday. Working on Buck Hill, 4 replacement culverts and 200 yards of gravel needed to crown the road. Crew opened up several turn arounds for big trucks. Tree Cutting on Grafton Rd to begin once grader is fixed.

- a. State Aid – Came in at slightly higher than was anticipated in the budget
- b. Claims Report- VLCT Pacif listing accidents for town claims paid out for the previous 5 years
- c. Windham Coach and Carriage sent a letter regarding the price difference from an original quote for the repair of the 2018 Dodge 550's snow damaged hood.

**Town Clerk:** Counter Report, none given

**Town Treasurer:** \$816,071.71 in the Sweep Acct, and \$30,000 in the Checking Acct

- a. Oakwood Cemetery Warrant - \$3624.79 owed to Townshend General Fund for FY 2019 expenses

**7. Correspondence:**

a. Notice of corrected homestead education rate, \$1.8694 from \$1.9048

b. VLCT Inspection report – Hege noted that the town had received a copy of the VLCT inspection report for the Town Hall, Library, and Fire Station. The library and fire station have been given copies of the report to begin corrective actions in those buildings. The major concern in all of the buildings was the fact that the fire extinguishers have not been checked/recharged recently. The fire chief offered to contact Code 3 Products to see about scheduling service for the extinguishers. The board will wait to hear from the chief before moving forward with any corrective action.

**8. Old Business:**

a. Mowing Taft Meadow – Bissonnette motions to put the field mowing out to bid, Frisk seconds. Motion carried by those present. Notices will be put up locally asking for interested parties to submit a proposed cost to mow the field.

b. Library Paving / Bids – DMI \$18,700.00, Bissonnette motions to accept submitted bid not to exceed \$18,700.00 to prepare and repave library parking lot, Wright seconds, carried by those present

c. Town Hall’s No Smoking Policy – Suggestion was made to repost ‘Smoke Free Campus’ signs around Town Hall after cigarette butts were found in the men’s bathroom garbage can

**9. New Business:**

a. Setting the tax rate – Board will wait for State to send “hold harmless” figure before setting this year’s tax rate.

**10. Other Business:**

a. Quote for new furnace upstairs – Annual service of the two furnaces that heat the Town Hall revealed that the old furnace that heats the upstairs auditorium had reached the end of its serviceable life with a complete burn through of the fire box. Brown’s Oil and Heating Service submitted an estimate of \$4,900 to replace the old furnace, including the removal and disposal of the old furnace. Wright motions to accept the proposal for new furnace from Brown’s Oil Heating Service for \$4,900, Frisk seconds, carried by those present

**11. Meetings:** August 13<sup>th</sup>, @ 6:30

**12. Adjournment:** Hege motions to adjourn meeting at 7:35PM