

Townshend Select Board Meeting Minutes

November 17, 2008

Present:

Select Board - Kit Martin, Chairman; Alene Evans (arrived 6:24 P.M.); Brud Sanderson; Carole Melis; Joseph Juhasz, (absent);

Members of the Public - Meredith Roberts, (Bookkeeper); Cynthia Davis; Ed Smith (Highway Crewman); Walter Royce, (Highway Crewman); Kurt Bostrom (Highway Foreman); Kraig LaPorte, (Vermont State Police); Jaime Cone, (Brattleboro Reformer)

1. **Call To Order:** At 6:12 P.M., Chairman Martin called the meeting to order.
2. **Additions and Deletions:** None at this time.
3. **Reports:**
 - 5a. **Town Clerk's Report:** None at this time.
 - 5b. **Treasurer's Report:** None at this time.
 - 5c. **Bookkeeper's Report:** Meredith Roberts reported receiving a credit from WSWMD in the amount of \$2160.00, resulting from an overpayment made in September 2007, which will be applied to current WSWMD costs.
4. **Warrants: Melis made a motion: To pay the Warrants,** seconded by Sanderson and unanimously carried by those present.

Payable N1708AP	\$ 18,503.88	General Fund
Payable N1708PR	\$ 12,990.99	Payroll
5. **Approval of Minutes:** After discussion, Melis made a Motion: **To approve the Minutes of November 3, 2008 as corrected and amended,** seconded by Sanderson, and unanimously carried by those present.

Martin made a Motion: **To approve the Minutes of November 10, 2008,** seconded by Sanderson, and unanimously carried by those present.

Martin made a Motion: **To approve the Minutes of November 12, 2008,** seconded by Sanderson, and unanimously carried by those present.

6. **Members of the Public:** Kraig LaPorte, Brattleboro Station Commander of the Vermont State Police, was recognized and reported upon State Police activity within the Town in the past year - with more than 150 speeding tickets issued and approximately 35 “hang-up” calls to 911, which required investigation. Evans asked if those violations, from which fines are paid and the Town receives revenue could be more-clearly reported. Martin asked about recent burglaries in the area, and Sanderson asked that the area behind Townshend Elementary School be checked when Troopers were on patrol. Discussion ensued. Commander LaPorte was thanked for the State Police presence in Townshend and left at 7:15 P.M.
7. **Personnel Policy:** The Board, in an hour-long discussion with Meri Roberts, Ed Smith, Walter Royce and Kurt Bostrom reviewed the Personnel Policy Handbook. Cynthia Davis was asked to amend and correct the Policy Handbook according to the changes and clarifications of the Board.
8. **Highway Foreman’s Report:** Kurt Bostrom reported briefly upon the Department’s preparations for winter; upon brake maintenance for two of the trucks, a motor replacement for one of the sanders, and the delivery of liquid magnesium chloride. When asked by Martin for an estimate of diesel fuel used monthly, Bostrom reported that it varies between 1000 and 1500 gallons. Kurt Bostrom, Ed Smith and Walter Royce left at 8:15 P.M.

After brief discussion, Evans made a Motion, **To have all bank statements given to the Bookkeeper for reconciliation, beginning immediately**, seconded by Melis, and unanimously carried by those present. Meredith Roberts left at 8:23 P.M.

9. **Old Business:** Sanderson displayed samples of wood stains for the recently-constructed cabinets in the Town Hall for the Board’s review, and, after selecting a match, Martin made a Motion, **To hire Joe Lovergine to apply finish to the cabinets, in conjunction with Albert Litchfield’s preparation of the cabinets**, seconded by Sanderson. Discussion ensued regarding the costs of the work to be done, and the desire for completion of the job during the Thanksgiving holidays. The Motion was carried by those present,

with Melis voting against.

Martin made a Motion, **To purchase a quality tape recorder and begin taping Select Board meetings**, seconded by Sanderson and unanimously carried by those present.

Evans gave a report on the Townshend Community Garden Committee's meeting with the Cemetery Commission; at which was discussed the potential site location of the approximately 1/4 acre garden, projected costs for irrigation and mowing concerns.

After reading a draft letter from the Select Board to the Brattleboro Reformer, Martin made a Motion, **To accept the letter for submission, to be signed by the Select Board, pending review and acceptance by Effie Chamberlin**, seconded by Sanderson and carried unanimously by those present.

10. **New Business:** After reviewing an e-mail from Juhasz, positing the requirement of an A-133 audit of Federal funds that Townshend had received, Juhasz was contacted by speaker-phone at 9:00 P.M. Discussion followed, with Martin believing that the Town had handled Federal money in such a way as to not necessitate an audit. Evans asked if the audit was required because the Federal funds for Valley Cares were being combined with those that the Town had received from FEMA. Melis asked whether the A-133 audit, if required, would satisfy other needs for the Town's accounts to be audited. Juhasz believed that the Town would have to contract for the audit because of the combined sums of all Federal money received, and if done, that audit would all requirements of the Town. Juhasz disconnected at 9:10 P.M.

Melis reported that the Town Barn Committee was hoping to have information for the Select Board on December 1st regarding the environmental cleanup at the Highway Garage site.

From a request by the Townshend Elementary School Board in October, that tax money collected by the Town for the school be released, in part, prior to the statutory payment due-date mandated by the State, Martin made a Motion, **To instruct the Bookkeeper to provide the Townshend Treasurer with a check for the**

Townshend Elementary School, in the amount of \$50,000.00, by November 24, 2008, and to do so, hereinafter, in that amount, ten days subsequent to the collection of taxes, seconded by Melis and unanimously carried by those present.

11. **Correspondence:** A letter from the Chair of the Townshend School Board, dated November 11, 2008, was read, requesting that the Select Board approve the scheduling of the school's annual meeting for 1:00 P.M. on Town Meeting Day. Melis made a Motion, **To approve the Townshend School Board's request to hold the Elementary School meeting at 1:00 P.M. on Town Meeting Day,** seconded by Martin. Discussion about the Elementary School Board separately warning its own meeting followed, with Evans expressing her belief that separation spelled the beginning of the end to Town Meeting. The Motion was carried by those present, with Evans voting against.
12. **Adjournment:** Melis made a Motion, **To adjourn at 9:28 P.M.,** seconded by Martin and unanimously carried by those present.

Respectfully submitted,

Craig K. Hunt, secretary