

approved 04/20/2015

## TOWNSHEND SELECT BOARD

### Meeting Minutes

April 6, 2015

**Present:** Kathy Hege; Irv Stowell; Kyle LaPointe; Robert Wright;

**In Attendance:** Joe Daigneault; Kurt Bostrom; Robert DeSiervo; Richard Melanson; Craig Hunt

**1. Call To Order:** Hege called the meeting to Order at 6:00 p.m.

**2. Bid Openings: Simpson Brook Trees:** Hege opened three bids for the removal of trees in Simpson Brook.

1. Ameden Construction	\$1,400.00
2. Donald Gould & Sons	2,200.00
3. T.M.G.	2,400.00

Subsequent to discussion about the need to have the property owner's written permission to remove the trees, LaPointe made a motion: **To award a contract to Ameden Construction for the removal of trees in Simpson Brook, per submitted bid, for an amount not to exceed \$1,400.00, contingent upon receiving written permission from the property owner**, seconded by Stowell and carried by those present.

**Grafton Road Trees:** Hege then opened a bid from RP Tree Service for removal of flagged trees on Grafton Road. As this bid had not been officially solicited, lengthy discussion ensued about the need for an official Request for Proposals. Tree Warden DeSiervo made known that the trees were flagged almost eighteen months ago by him, a State Forester and Bostrom, but that none had yet to be cut. A contract award given last year fell through when the contractor didn't show up. Stowell asked Bostrom why the road crew hadn't attended to the smaller and easier trees on the route and Bostrom explained that many trees have been cut, elsewhere, or as they've fallen, but that the crew just didn't have the time. Given the need to hire flaggers to control traffic and have professionals cut the larger trees, or those that might hit the power lines, it made more sense for the Town to hire the job out. When asked by Wright, Bostrom confirmed that the Town owned a chipper. Hege instructed Bostrom to draft a new R.F.P. for cutting the trees on Route 35 and LaPointe asked that it be ready for the Board to review at the next meeting. DeSiervo said that he would re-flag the trees, so that all bidders would know exactly what was to be cut.

**3. Approval of the Minutes:** LaPointe made a motion: **To approve the Minutes of March 16, 2015, as corrected**, seconded by Wright and carried by those present.

**4. Additions and Deletions:** Added to the Agenda under New Business was Inventorying Town Assets and deleted was the Highway Financial Plan.

**5. Treasurer's Report:** Daigneault reported that the General Fund account held \$475,060.25 prior to payment of the current Warrants.

**6. Warrants:** LaPointe moved to approve the following Warrants:

- 40601 Payroll \$9,891.97**, seconded by Wright and carried by those present.
- 40602 Payroll Tax \$3,854.99**, seconded by Wright and carried by those present.
- 40603 General Fund \$41,455.20**, seconded by Stowell and carried by those present.
- 40604 Highway Fund \$4,915.10**, seconded by Wright and carried by those present.
- 40605 Equipment Fund \$4,705.40**, seconded by Wright and carried by those present with one dissenting.
- 40606 General Fund \$402.25**, seconded by Stowell and carried by those present.
- 40607 Payroll \$10,649.53**, seconded by Wright and carried by those present.
- 40608 Payroll Tax \$4,250.73**, seconded by Wright and carried by those present.

The Board briefly discussed the Fire Department's Pumper Reserve Fund and a contractor account that the Treasurer needs to move. LaPointe made a motion: **To authorize the Treasurer to transfer \$7,416.81 from River Valley Credit Union to the People's Bank General Fund**, seconded by Wright and carried by those present.

**7. Reports: Highway:** Bostrom informed the Board that the 2015 International truck being fabricated by TENCO would be ready on Friday, April 10<sup>th</sup> and that the 2007 Sterling truck was ready to be sent to DeLurey at any time. He gave an update on the conditions of the roads, saying that mud was the biggest issue, but was being managed.

Brief discussions ensued with Stowell about proper paving methods; with Hege about budget shortfalls, and with DeSiervo about stream-bank stabilization.

Bostrom agreed to follow up with the engineer and the contractor in getting the Grafton Culvert replacement scheduled to be done and said that materials for the Deer Ridge culvert would be purchased shortly and another work permit from ANR would be sought.

Hege said that the Select Board needs specific time-schedules for projects, not just a listing of them, in order to keep budget allocations in line. Discussion then turned to the Purchasing Policy and the need for the Highway Department to follow procurement procedures.

Hege instructed Bostrom to immediately attend to conditions on the Town Common where curbstones have over-turned or are sufficiently eroded to expose rebar and present a risk to vehicles and pedestrians.

**Law Enforcement Report:** Nothing at this time.

**Town Clerk's Report:** The Select Board reviewed the Town Clerk's cash journal reports from the prior weeks.

**8. Members of the Public:** DeSiervo discussed with Board members the authorities and responsibilities of the Town to deal with trees in the rights-of-way, and briefed them on the plans to conduct a survey of ash trees in advance of the potential insect infestation.

**9. Correspondence: Planning Commission Request:** Following a letter read by Hege from Art Monette, LaPointe made a motion: **To move \$5,000.00 from and prior to the end of the FY2014-15 Planning Commission's Town Plan budget to the Town Plan reserve account for use in FY2015-16**, seconded by Wright and carried by those present.

Hege read a letter to the Select Board from an Elementary School student requesting an upgrade of the sidewalks, especially along Route 30. Hege will respond in writing to the student, expressing the Select Board's appreciation and explaining that the Route 30 corridor is not under the Town's, but the State's jurisdiction.

**10. Old Business: Legal Matters:** Hege updated the Board on the audit done by McSoley McCoy in compliance with the agreement made between the Vermont Community Development Grant Program, Valley Cares and the Town of Townshend.

Hege provided an update on an appeal's Hearing before the State Department of Health.

Hege provided an update on a civil case in which attorneys for the Town's insurance carrier will be deposing plaintiffs in a suit against the Town.

**FEMA Update:** Nothing at this time.

**Compactor Bag Policy:** Nothing at this time.

**Town Officer Appointments:** None at this time.

**Town Manager Study Committee:** Following discussion about the criteria for a committee to study and report to the Select Board upon, LaPointe nominated: Hedy Harris, John Evans, Robert DeSiervo and Craig Hunt to the committee, approved by consent of those present.

**Stone Arch Bridges:** Hunt reported that the bridges would be examined during the 3<sup>rd</sup> week of April with a report on their conditions coming to the Select Board by mid-May.

**Sale of Town Lands:** Following lengthy discussion, Hunt was asked to obtain updated Listers Office assessments on the two parcels of Town land to possibly be sold, (2.0 acres in Townshend Acres and 17.0 acres in W. Townshend), and to solicit independent market value assessments from local realtors.

**11. New Business: Town Assets Inventory:** Following discussion, Hunt and Daigneault were requested to start an inventory of Town assets, beginning at the Highway Garage.

**Liquor & Tobacco Licenses:** LaPointe made a motion: **To approve the 2<sup>nd</sup> Class liquor license application of Little MuMu**, seconded by Wright and carried by those present with one abstention. LaPointe made a motion: **To approve the tobacco license application of Little MuMu**, seconded by Wright and carried by those present with one abstention. LaPointe made a motion: **To approve the 2<sup>nd</sup> Class liquor license application of BBoro**, seconded by Wright and carried by those present.

**12. Executive Sessions:** LaPointe made a motion: **To enter into Executive Session at 8:45 p.m. under Title 1, section 313, (a) (3) (E) to evaluate a public officer**, seconded by Wright and carried by those present.

The Select Board returned from Executive Session at 9:50 p.m., and, as a result, no action was taken.

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

**14. Meeting Schedules:** Regular Meeting: April 20, 2015 at 6:00 p.m.

**15. Adjournment:** Stowell made a motion: **To adjourn at 9:55 p.m.**, carried by those present.

Respectfully submitted,

Craig K. Hunt