

approved: 8/08/17

TOWNSHEND SELECT BOARD

Meeting Minutes

July 25, 2017

Present: Kathy Hege; Robert Wright; Will Bissonnette ; Steve Frisk; Irv Stowell
In Attendance: Joseph Daigneault; Kurt Bostrom; Richard Melanson, (BCTV);
Craig Hunt

- 1. Call To Order:** Hege called the meeting to Order at 6:06 p.m.
- 2. Approval of the Minutes:** Stowell made a motion: **To approve the Minutes of July 11, 2017**, seconded by Wright and carried by those present.
- 3. Additions and Deletions:** To the Highway Report, Windham Regional Commission's contract for the Network Inventory, the State contract for the Bridge 42 grant, and the fire pond on Plumb Road were added.
- 4. Paving Bids:** Hege acknowledged that the Select Board had received two sealed envelopes apparently containing bids for the paving project and asked Bostrom who attended the mandatory pre-bid meeting held on July 14th. As Bostrom confirmed that only one of the bidders had attended that meeting, the Select Board decided to only open one of the bids.
The bid from Bazin Brothers was opened and reviewed and Stowell made a motion: **To award to Bazin Brothers the contract for Townshend's 2017 paving project at \$62.95 per ton of asphalt in place and not to exceed \$80,000.00 in total expense**, seconded by Bissonnette and carried by those present.
Bostrom was asked to notify Bazin Brothers that it had been awarded the contract and notify Springfield Paving that it had not.
- 5. Highway Report:** With Bostrom, Select Board members discussed the status of Townshend's Network Inventory. Two years ago, that State-required inventory expired and Bostrom reminded the Board that the Windham Regional Commission once used to assist towns with preparing the inventory, but had stopped. Townshend, two years ago, sought and received an estimate from a civil engineer for the purpose, but, due to the expense and some expected data reporting problems, had not accepted the offer. Last year, however, Townshend

applied for and was given a State grant with which it arranged to hire the Windham Regional Commission for assistance in preparing the inventory.

The Select Board just received a contract to sign with the Windham Regional Commission, but has been given mixed messages as to what the Windham Regional Commission intends to do with the funds.

Without a current Network Inventory, Townshend's taxpayers pay 20%, instead of 10%, toward the cost of projects it receives grants for. With regard to the grant for replacing Bridge 42, for instance, that potentially means a \$35,000.00, instead of \$17,500.00 in co-payments. Should another tropical storm Irene hit, the co-payments could be hundreds of thousands of dollars.

In correspondence with Hunt dated July 25th, Jeff Nugent of the Windham Regional Commission indicated that he'd been working with Bostrom on that Network Inventory and stated that, "the inventory and maps we've prepared date to 2015, which is less than 3 years old. The 10% match that this qualifies the Town for relates to the Town Highway Structures Program, not the Better Back Roads Program. The Better Back Roads Program grant will be used for a Road Erosion Inventory to be conducted by WRC to help the town prepare for Act 64's Municipal Roads General Permit."

Bostrom emphatically stated that Nugent was wrong: that all but our culvert inventory was out-of-date and that the Windham Regional Commission was to be receiving grant funds through Townshend in order to make Townshend's infrastructure inventory current.

Bissonette made a motion: **To sign a contract with the Windham Regional Commission to assist Townshend with bringing its Network Inventory into compliance with \$8,000.00 in funds received through a Better Back Roads Category A Road Inventory and Capital Budget Planning Project grant**, seconded by Frisk and carried by those present.

Bissonette then made a motion: **To sign a contract with the State of Vermont for grant BC 1872 in the amount of 142,000.00 for the replacement of Bridge 42**, seconded by Frisk and carried by those present.

Bostrom was briefed by Stowell on the need to meet with him and members of Townshend's Fire Department to review road erosion into the fire pond at Evans' property off of Plumb Road.

Bostrom was instructed to make sure that the recycling bins were emptied in a timely fashion.

Lengthy discussion ensued about tree cutting and flagging traffic on roads where work was being done and Bissonette made a motion: **To have Bostrom arrange with D & E Tree Service to complete work not satisfactorily finished in June and remove hazard trees with the assistance and under the supervision**

of Townshend's highway crew, seconded by Frisk and carried by those present, with two abstentions.

Bostrom will cut the dead maple tree on the Town Common flush with the ground.

Bostrom presented to the Select Board his written annual evaluations of the two highway employees he supervises.

6. Warrants: Wright made motions to approve the following Warrants.

72501 Payroll \$ 9,328.55, seconded by Frisk and carried by those present.

72502 Taxes \$ 3,644.18, seconded by Frisk and carried by those present.

72503 General \$ 5,022.70, seconded by Frisk and carried by those present.

72504 Equipment \$ 892.85, seconded by Frisk and carried by those present.

72505 Highway \$ 1,250.98, seconded by Bissonnette and carried by those present.

72506 Highway \$ 1,400.00, Motion amended by Wright: **To table consideration of this Warrant until the meeting on August 12, 2017**, seconded by Frisk and carried by those present.

72507 General \$ 81.13, seconded by Frisk and carried by those present.

7. Treasurer's Report: Daigneault reported that the General Fund checking account held a balance of \$732,183.09.

8. Correspondence: None at this time.

9. Members of the Public: None at this time.

10. Old Business: Governance Committee Meeting: Bissonnette said that he was still trying to arrange a meeting between the Select Board and the Governance Study Committee.

No Smoking Policy: Bissonnette made a motion: **To adopt the municipal No Smoking policy Warned on June 27, 2017**, seconded by Wright and carried by those present.

Town Report Committee: The Select Board requested that anyone interested in volunteering to serve on the 2018 Town Report Committee to contact the Town Clerk, or the Select Board.

11. New Business: FY2018 Tax Rate: Hege made a motion: **To set the FY2018 Homestead Tax Rate at \$2.1087 and the Non-Resident's Tax Rate at \$1.8645**, seconded by Bissonnette and carried by those present.

Town Plan: The Select Board acknowledged receipt of the draft Town Plan from the Townshend Planning Commission and Hege made a motion: **To set September 12, 2017, at 5:30 p.m., as the date and time for the Select Board to hold a Public Hearing on the proposed Town Plan,** seconded by Bissonnette and carried by those present.

12. Other Business: None at this time.

13. Executive Session: Frisk made a motion: **To enter Executive Session at 7:28 p.m., under 1 V.S.A. 313a3 for employee evaluations,** seconded by Bissonnette and carried by those present.

The Board returned from Executive Session at 8:03 p.m., and, as a result, no action was taken.

14. Meeting Schedule: Regular Meeting: August 12, 2017 at 6:00 p.m.

15. Adjournment: Wright made a motion: **To adjourn at 8:05 p.m.,** carried by those present.

Respectfully submitted,

Craig K. Hunt