

Approved March 26, 2019

## Townshend Select Board

March 12, 2019

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

**In Attendance:** Joseph Daigneault; Karla Lumbar; Richard Melanson (BCTV); Brandon Canevari.

- 1. Call to Order:** Hege called the meeting to order at 6:30 p.m. The board entered Executive Session, allowed under 1 VSA 313-a3 to discuss personnel.
- 2. Executive Session:** Coming out of Executive Session, Hege made a motion to offer the position of Administrative Assistant to the Townshend Select Board to Karla Lumbar. The motion carried by those present.
- 3. Approval of Minutes:** Bissonnette made a motion to approve the minutes of Feb. 26, Town Meeting on March 5, and the special meeting on March 7, all seconded by Frisk. The respective motions carried by those present with one abstention from Wright regarding the minutes from the special meeting on March 7.
- 4. Additions and Deletions:** Hege added a discussion about a potential new fire station. Discussions under the Highway Department regarding the Stone Arch Bridge grant application and the new dump truck RFP and the payment options for it for were added.
- 5. Warrants:** Wright made motions to approve the Warrants, all seconded by Frisk:

<b>General Fund</b>	\$627,826.40	carried by those present
<b>General Fund</b>	\$10,211.21	carried by those present
<b>Highway Fund</b>	\$17,639.67	carried by those present
<b>Equipment Fund</b>	\$600.00	carried by those present
<b>Equipment Fund</b>	\$3,453.03	carried by those present
<b>Payroll</b>	\$12,217.10	carried by those present
<b>Payroll</b>	\$5,383.21	carried by those present

### 6. Reports:

**Highway:** Frisk asked for permission to purchase one additional load of salt. Frisk said according to the budget, the Town should be 25 tons over budget for salt and 500 yards under budget in sand. The expense of the next load of salt

would cost just over \$2,000. Motion made by Bissonnette, seconded by Wright, to purchase additional salt for the remainder of the winter.

Frisk said the Highway Department will continue with pothole repair work. It was also reported that the grader had recently been used. In the course of road maintenance, a window in the cab was damaged and would need to be replaced.

Frisk said the Town was in compliance with all the Road and Bridge Standards except number 7, which is a guard rail statute. Bissonnette made a motion to adopt the Road and Bridge Standards, seconded by Frisk. The motion passed.

A motion was made to by Bissonnette, seconded by Mansfield, and carried by those present to sign the Annual Financial Plan for the Town of Townshend Highways.

There was discussion regarding the RFP for the new dump truck. There was discussion surrounding payment methods and whether the \$50,000 that was budgeted for the grader could be applied for the purchase of the new truck. Quotes for the truck were still needed and no action was taken on the RFP.

There was discussion surrounding the Stone Arch Bridge Grant. Lee Petty had filled out most of the paperwork for the grant. Frisk said he would fill out the remainder of the paperwork and begin to monitor it. Hege said if the grant were to be awarded, the funds from the Town would not be available until the start of the new fiscal year in July.

**Town Clerk:** There was a brief discussion surrounding Townshend Trash Bags. Hege said the town's bookkeeper was monitoring sales at the local stores (River Bend Farm Market, Townshend Country Store and West Townshend Community Center).

**Town Treasurer:** The Treasurer reported that the People's General Fund Sweep account had a balance of \$1,411,623.99 and there was \$29,812.53 in the checking account.

## **7. Correspondence:**

- a.** Last meeting there was a request from Terry Davidson Berger co-oping with Brian Schmidt at the Town Garage. The Town sought council regarding liability. They received a comment from Vicky Abare from VLCT (The Vermont League of Cities and Towns) who intimated that their concern was with the Town being sued. The letter issued by VLCT conveyed that the contractor and the school would need to relinquish municipal liability in the event of an incident. A copy of the letter was sent to Davidson Berger. No response has been received as of yet.

- b. The Listers requested to begin using NEMRC Cloud software in their operations. Hege said virus protection for each machine using the software would need to be established. The transition would result in an increased expense of \$600 annually. Bissonnette made a motion to approve the transition, seconded by Wright, and was carried by those present.
- c. The Select Board acknowledged and congratulated the Valley Lions Club for 50 years of service in the community. The organizations work includes providing prescription glasses to those in need, holding diabetes awareness events, providing financial support for pediatric cancer patients and coordinating an annual food drive for the holidays, among others.

**8. Members of the Public:** None present

**9. Old Business**

- a. **Select Board Administrative Assistant:** New Administrative Assistant was hired.
- b. **Board of Health Foreclosure Notification:** The Town currently has a lien on a property that is currently being foreclosed upon. The options the Town currently has regarding the matter is to pay off the debt and take possession of the property or forego the lien on the property, which is for a sum of \$10,000. Following discussion, the Select Board decided to conduct further research. No action was taken.

**10. New Business**

- a. **Annual Common Tree Care:** Following discussion, the Select Board decided to conduct further research regarding care of the trees on the Town Common. No action taken.
- b. **Appointments:** Mansfield made the motion, seconded by Frisk, and carried by those present to appoint the following people to Town positions.

Helen Holt — 911 Coordinator  
Sherwood Lake — Emergency Management Coordinator  
Select Board — FEMA Flood Administrator  
Rob Wright — Inspector of Shingles  
Rob Wright — Inspector of Wood and Timber  
Kathy Hege — Representative of Rescue Inc.  
Will Bissonnette — Windham Regional Commission (WRC)  
Andrew Snelling — Windham Regional Commission (WRC)  
Irvin Stowell — Windham Solid Waste Management  
Kristine Grotz- Kuch — Social Services Committee

Meredith Kenyan — Social Services Committee  
Kathleen Greve — Social Services Committee  
Alice Gausch — Social Services Committee  
Joe Daigneault — Weigher of Coal  
Margaret Bills — Weigher of Coal

**11. Other Business:** None

**12. Meetings:** Regular meeting, Tuesday, March 26, 6:30 p.m.

**13. Adjournment:** Bissonnette made a motion to adjourn at 8 p.m. and carried by those present.