

Townshend Select Board

Minutes

approved June 11 2012

May 14, 2019

1. **Call to Order:** Hege called to order at 6:26 p.m.

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

In Attendance: Karla Lumbrá, Richard Melanson (BCTV), Cor Towbridge

2. **Approval of Minutes:** April 23rd SB Meeting Minutes, Bissonnette moved, Frisk seconded, carried by all.

3. **Additions and Deletions:** Whether or not requests can be made to not appear on camera? Hege requires clarification on BCTV policy. Cor Towbridge states that the subject can request of the board that the speaker not appear on camera for specific reasons; ie, safety reasons. All other attendees will be captured on video if they speak. Anyone wishing to address the board that does not want to appear on camera should send their comments to the board in writing.

4. **Old Business:**

- a. Audit Bids Award / correspondence; Elaine Hill, Townshend Bookkeeper, sent a memo to the board recommending that the town begin FY20 operating on a cash basis in its financial record keeping instead of the accrual basis that the town has used for many years. Bissonnette moves to adopt cash basis accounting for FY20 and to award the bid for auditing services to Sullivan and Powers for the fiscal year ending June 30, 2019, and the two succeeding years contingent upon acceptance of split costs of \$25,800 for an accrual audit of FY19 with decreased costs for cash basis audits in FY20 and FY21. Frisk seconds, carried by all.

b. Officer Appointments: Bob DiServio to serve on planning commission, 5 year term, until 2024 – Brian Schmidt as 911 liaison for 2020, Bissonnette moved, Frisk seconded, carried by all

5. Warrants: Wright motions 1, 2, 3, 4, 5, 6, 7 – Frisk seconds, carried by all

#1	Payroll	\$10,474.31
#2	Payroll Taxes	\$4,461.52
#3	General Fund	\$21,937.64
#4	Highway	\$6,951.20
#5	Equipment	\$8,784.61
#6	Payroll #2	\$10,917.48
#7	Payroll Taxes #2	\$4,437.99
	Total	\$67,964.75

6. Reports:

Highway: Frisk Reports: Dam Bridge update, inspection May 15th, scheduled to open tomorrow. He reported three active beavers- 2 on State Forrest Road, 1 on Grafton Road plugging up culverts. Beaver deceivers vs trapping options were discussed including anticipated costs., Bissonnette moves to contact professional trapper, Wright seconds, carried by all.

a. State Salt Bid – Town will request inclusion in State bid system for 400 tons of salt for next winter.

b. Personnel Policy – current summer hours state 8:30-4:30, winter hours are 6:30-2:30- garage is currently still operating under

winter hours, garage requests to keep 6:30-2:30. Sick time calculations should move to hours missed rather than ½ day or full day as currently provided for in policy. The board will consider amending current policy to make changes.

c. Meeting with Steve Jensen for bridge 43 engineering study, Monday May 13th - Determined that there were no issues with flooding or erosion with bridge 43. Current abutments should be able to be reused during replacement.

d. Fitzpatrick bill – Invoice to be held until completion

e. RFP template for engineering study – Stevens and Associates, Beck Engineering. Renaud Brothers to be explored on whether they can provide the engineering study

Town Clerk: Copy of counter money

Town Treasurer: Sweep Account \$825,653.41, checking account \$30,306.50

7. Correspondence:

a. Agency of Natural Resources for conversation easement – Follow up 574.6 (acres) for Taft Hill Tree Farm is effectively in State conservation

b. Townshend Fire Department – email from Glen Beattie- moving forward with Steven’s Associates to do engineering study

8. Members of the Public:

9. New Business:

a. American Legion requests the use of the Common for Memorial Day ceremonial awards. Bissonnette moves to allow use of the Common to the American Legion, fee waived, Frisk seconds, carried by all

10. Executive Session: Bissonnette motions to move into executive session under 1 V.S.A. 317 (c) (4), to discuss Attorney/Client correspondence, seconded by Frisk and carried by those present. – Board re-entered regular session at 7:42 p.m. There was no resolution as a result of the executive session.

11. Other Business:

12. Meetings: Next Meeting May 28th, 2019 6:30 p.m.

13. Adjournment: Hege call to adjourn meeting at 7:44 p.m.