

Townshend Selectboard Meeting Minutes — March 19, 2007

Present:

Michael Donahue
Alene Evans
Henry Martin, chair

Carole Melis
Jeffrey Russ,
Selectboard

Participating Members:

Kurt Bostrom, road foreman, James Pedro, owner of former Janos property, Craig Hunt, septic compl.officer; Jennifer Joyce, Carolyn Laning, Kimberly Liebow, auditors; Fredrick Hege

The chair ***called the Meeting to Order*** at 7:00 PM ***and recognized Participating Members:***

1a. Town Clerk and/or Treasurer: Town Treasurer provided a copy of her letter to those companies who did not provided the Town with their Certificate of Insurance.

Kurt Bostrom, ***Highway foreman*** report:

- He will review Windham Hill Rd for construction as John Alexander, of VT Trans advised him to complete the application for a Class 2 rehab grant. He will also speak the Town of Windham to see if they would provide support for this grant application.
- He ordered another 200 yards of sand at the quoted price. Martin questioned if it was time to stockpile sand for next year? The Town will have to purchase a large enough tarp to cover the sand, added Bostrom.
- He and Joseph Daigneault inspected the new truck, which should be delivered within the next two weeks.
- No major equipment breakdown; Delurey's bill will be extensive in repairing Truck #3; awaiting mud season.
- Bostrom explained that after a snowstorm, the Town usually plows off the blacktops, pushing back the banks, explained Bostrom, which also clears away the snow pile left at the end of a driveway after it has been plowed. During this procedure snow did fly into Donald Williams' driveway on the Grafton Road. The Town can't prevent this from happening or prevent the taking down of stakes located inches away from the road's right-of-way.
- Martin suggested that Bostrom go to Valley Care's construction site and meet Charles Marchant and the Valley Care's engineer (Thursday afternoon) to get answers to all of his questions concerning their Driveway Access Permit, which allows them to install electrical lines, etc. under Rte 35 (Grafton Rd).
- The Board discussed, at length, the location and installations of mailboxes as the Townshend Post Master, Gail Fisher, response to Melis' request was in copying the section of the Postal Operations Manual that addresses location and grouping of mailboxes.

Bostrom informed the Board that Mr. Testa appreciated the Town's quick response, to his letter, from Russ and Bostrom. Bostrom further stated that Back Windham Rd is very narrow near Mr. Testa's property, so there isn't much we can do when plowing such heavy, wet snow it just flies. Bostrom will give a copy of the Postal Operations Manual to Mr. Testa.

- Russ announced that he would be covering for Bostrom while he's out of town this weekend.
- The Board's response to DEW's e-mail was that the Town does not have any requirements or regulations in the placement of signs.
 - Martin, rep. to Valley Care, explained DEW's request for a new sign - it will be a copy of the existing one; it is needed to fulfill one of HUD's requirements and the signs will be removed when the project is complete.
- Bostrom reported that this is Michael Cutts' last winter in plowing off the sidewalks.
- Martin indicated that he saw no reason why Joseph Daigneault couldn't attend a grader operator school. The Board has always supported any additional education our road crew can obtain.
- Bostrom, as road foreman, had conformed the following Excess Weight Permits: Valley Crane Service; Cardinal; S.T. Griswold; Newport Sand & Gravel Co; Gurney Bros; Plimpton

As a matter of clarification as to who signs these Permits, *Melis moved to appoint, for one year, Kurt Bostrom as its duly authorized agent to sign Excess Weight Permits, seconded by Donahue, unanimously carried by the Board.*

- Crushing: Bostrom still tries to contact other companies for their availability to crush stone in our pit; he has been pursuing Chaves, who did the crushing two years ago.

Jennifer Joyce welcomed the new Selectpersons and expressed her availability to work with other departments, as an auditor. She has spoken to Michalina Wasung about purchase orders. Bostrom left at 7:30 PM.

Carolyn Laning, auditor, was seeking information to respond to a phone caller's question as to where was the money to pay Cynthia Davis, as Administrative Assistant. Martin responded that there is an error in the Board's March 6th meeting — Davis was not appointed Administrative Assistant but assistant to the administration. He did remind everyone that an Administrative Assistant Reserve does exist but the Board believes that this is not enough to hire a qualified Administrator and may explore the use of this Reserve to offset paying Davis' extended hours.

Evans acknowledged Laning's suggestion to create a citizens committee to oversee the Town by recapping her conversation involving VLCT Municipal Assistant Plan headed by Dominic Cloud who has been hired to interview all town officials/employees to achieve a direction for the Town to follow. Cloud was very supportive to Evans' idea to establish a Citizen Advisory Board. He stated the more that get involved with the Town the better **and** the more the Town can grow.

Laning was directed to get answers to her questions from Secretary of State, Deb Markowitz, regarding establishing office procedures and the duties of an assistant Treasurer. Martin reminded everyone that we cannot supervise another elected official; the elected official is responsible only to the Town residents.

Martin and Laning both remembered to update the Town's inventory / equipment list. Laning also offered to secure, from the Town Treasurer, whatever the Selectboard needs. Joyce, Laning & Liebow left at 8:00 PM

Craig Hunt, Septic Compliance Officer, announced that the new State regulations on septic system design, installation, etc. will become effective this July. He would like to review, sort, identify, update all Town septic files and communicate with landowners on their outstanding permit or why the system hasn't been installed. The Board appreciated and accept his willingness to do the job, as there is money to pay him for this work. He was advised to check on Newfane's procedures in filing septic permits. Hunt left at 8:10 PM

*Martin moved to approve the **Minutes of March 5th**, seconded by Evans*

Evans pointed out 2 typo's

bottom of page 2 - Town Clerk's paragraphs! Selectboard was remised- in not
middle of page 3 - Road Foreman ! the Town ~~pays~~ paid 100%

Lengthy discussion followed as to what should be contained in the minutes. Statutorily the minutes only have to contain motions (made & seconded) but this would not allow anyone to review past discussions. It was suggested that the minutes not state everything, which Davis will try to achieve and she will change the type style, to make for easier reading for the public. *Minutes were approved as corrected by Evans, Martin & Russ (abstaining Donahue & Melis)*

*Melis moved to approve the **Minutes of March 6th**, seconded by Evans*

Evans corrected on page 7 — Cindy, who works for the Board was offered more hours to assist the administration.

Melis requested the deletion of “Resistance in change”

Again discussion continued on the writing/drafting of their minutes.

*Melis moved to approve the **corrected Minutes of March 6, 2007**, seconded by Donahue, unanimously carried by the Board.*

*Martin moved to approve the minutes of a **special meeting on March 13th**, seconded by Evans, carried by the Board (Melis abstained). Martin’s update, after he asked those Town employees, who have health insurance, to meet and come to a consensus as to what health insurance plan they wanted, after Dan Roda VLCT’s Members Relations Representative, March 13th presentation. The following day, Bo Royce advised the Town Clerk that they wanted to stay with what they have (VLCT Gold & Prescription A). A letter was sent to VLCT indicating that the Town was not changing health insurance coverage.*

Martin recapped the Board’s past actions and procedures considered and taken over many years regarding our employees contributing to their health insurance.

James Pedro, present owner of the Janos properties, introduced earlier by Melis, spoke of his willingness to cooperate with his neighbor, the Town, by offering the use of the “factory’s” waste water system.

Martin appreciated his offer and the possible opportunity for the Town to work with him. He spoke briefly about other issues attached to building on the Town Barn site and of available infrastructure money to continue in depth study of the site. Presently, the Town Barn has more important repairs like a new roof, electrical service, etc. Davis will provide Pedro with a copy of the Land Committee’s plans for the Town Garage.

Pedro left at 8:25 PM.

*Melis moved to **Pay Bills and Sign the following Orders**, seconded by Martin,*

SM06-07-#17 — 18 \$6,310.98

SMPR06-07 - #17 - \$1,266.18

Road Com Ords wk/ending 3/10 & 3/19 equip only

Brattleboro Salvage’s 80-cent discrepancy will be corrected. *Unanimously carried and signed by the Board.*

4. Old Business

Town Health Officer —Davis reported that Dr. Shafer was willing to continue to be Townshend’s Health Officer. After minimal discussion, *Martin moved to reappoint Dr. Timothy Shafer as Townshend’s Health Officers, seconded by Melis, unanimously carried by the Board.* The chair signed the appointment.

Reappraisal —Members expressed concerned about the completion of Townshend's reappraisal, as outlined in the signed contract with B&B Associates and of possible State repercussions and penalties, should we not comply in a timely filing of the Grand List abstract. The Board drafted a letter to B&B requesting a written response to the completion of our reappraisal.

Valley Cares correspondence from:

- After reviewing Valley Care's March 15th letter, which indicated that the state needs a separate opinion on the two loans, Martin instructed Melis to call both Robert Crego and Atty Fisher to get answers to her questions such as why should the Town pay to have this done?
- The Town was copied Crego's March 13th Memo to Michalina Wasung, Town Treasurer requesting that she establish a separate savings account for receiving and disbursing the VCDP money.

No board action was taken on a copy of Kurt Tietz's letter to the Environmental Board re: GCH's ACT 250 request to be allowed to change the style of light fixtures in their upper parking lot.

Town Hall Action Plan —The chair will meet with the Town Hall maintenance person, Fran Bailey to discuss how and when the Town can comply to VLCT's Town Hall Action Plan.

Reimbursement issues and the availability of the Town's handyman was discussed at length after A. Evans' Cemetery Commissioner, inquired if the Town would consider allowing the Town Hall maintenance person to mow the cemeteries; the Commission would reimburse the Town for all expenses.

Appointments —Davis will provide the list of Appointments for action at the next Board meeting.

Martin suggested that the Planning Commission (PC) appointment be made tonight. After minimal discussion *Martin moved to appoint Cory Sleeper, to fill Dale Thiels' term until 2008, seconded by Russ, carried by the Board.* Donahue abstained.

No one volunteered, to the chair's request, to be the Board's liaison with the PC. It was suggested maybe the PC could provide a liaison to the Selectboard.

VSP Community Rep —Luke Evans has volunteered to be Townshend's representative to the Vermont State Police Community Group, which meets 4 times a year. After discussion *Martin moved to appoint Luke Evans as Townshend's representative to the Vermont State Police Community Group, seconded by Russ, carried by the Board.* A. Evans abstained

Posting Road - *Martin moved and ratified the posting of all Townshend class 3 roads, as outlined by Statute, seconded by Russ, unanimously carried by the Board.*

Income sensitive pre bate —Evans and Melis will investigate the State sending tax payers pre bate directly to the Town, how it affects property tax collection, etc.

5. New Business

- No board action no correspondence from:
VLCT
 - Memo (3/13) outsourcing their services thru COBRA Outsourcing Company
 - Memo (3/8) announcing the availability to all municipals - \$50 deduct \$5/10/25 co-pay prescription drug planWindham County Natural Resource Conservation District meeting dates.
- There was minimal discussion on the Town's new Town Hall policy as it related to the fax from Windham Regional Commission (WRC) to the Town Clerk, where WRC requests to continue holding their monthly meetings here. *Martin moved to waive the Town Hall Rental fees for Windham Regional Commission monthly meetings downstairs, seconded by Evans, unanimously carried by the Board.*
- Russ, Martin and Evans have contacted contractors asking them to forward a bid/proposal on building lockable cabinets in dining room?

6. Other Business

The chair announced that he would be on vacation.

No Board action taken on the follow:

- St of VT: - in house consideration to subdivided: Sharon Kearley and Mark & Parsha Lovergine
 - 3/9/07 Dept of Taxes updating the electronically transferring the Property Tax Adjusted Amounts
- VLCT's memo canceling Stevens Driver Training
- US Census workshop — Brattleboro April 10, 2007 10:30AM, Brooks Memorial Library
- 2007 Dry Hydrant (RC&D) grant
- Town Clerk signed and returned our 2007 Certificate of Highway Mileage
- General Fund and Highway expenditures June — Dec (Dec not edited by TR yet)

7. Executive Session — none at this time

8. Time of Next Meeting — April 2nd

*Russ moved to **Adjourn at 10:00 PM**, seconded by Evans, unanimously carried by the Board.*

Respectfully submitted,

Cynthia Davis, clerk for the Selectboard