

## Townshend Select Board Meeting Minutes - March 20, 2006

### Present

Berenice Brooks  
Alene Evans,  
Henry Martin, chair

Jeffrey Russ  
Irvin Stowell  
Select Board

### Participating Members

Arthur Monette, Planning Commissioner, Jennifer Joyce and  
Carolyn Lanning, Auditors, Fredrick Hege, Rescue and  
Andy Rosen, Brattleboro correspondent

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

Arthur Monette, Planning Commissioner (PC) reported that the PC received a \$500 grant from Robert Sinserebeaux Fund through the Preservation Trust of Vermont, which allowed the Town to have architect, Mark Wesner, prepare a report on his study of the Town Hall. Monette presented copies of the report (containing many generic criteria) summarizing his findings and proposed renovations or new construction of the roof, perimeter drainage, electrical, heating, etc.

As of this week the PC has been unsuccessful in receiving names of interested residents who would like to serve on a PC sub-committee: Town Hall renovation. Once this sub-committee is created the PC will apply for additional grants.

Martin intervened by stating the Board has been actively pursuing getting the slated roof fixed; Chandler Electric explained to him the high cost to install the floor outlet for the copier was contributed to having to run a wire the full length of the Town Hall and he felt that the Town Hall wiring was dangerous. From previous discussions Evans remembered that D. Onyon felt that the wiring was not that dangerous and warned her not to accept the notion to have it complete ripped out.

Stowell questioned is a perimeter drainage necessary, basement windows are located well below grade and water has never been found there; how would the front door be replaced for handicapped accessibility, as it has an historical quality.

The Board's consensus that during this summer #1 roof, 2 drainage/grading and 3a electrical from this report will be addressed.

Ann Cousins of Preservation Trust of Vermont expressed her impression of the building to Monette as she found it to be in such great condition. She was adamant in keeping it historic, offering to answer any PC questions, during the process of this project. Monette presentation ended at 7:15 pm.

After exploring the statutes, J. Joyce could not find how the Auditors should proceed when at Town Meeting Auditor's Report was not accepted. So she and Carolyn Lanning, elected Auditors, asked what changes and corrections need to be made so the 2006 Audit Report (Town Report) can be accepted: what pages, to be presented when? Evans suggested using the existing book/pages as work sheets, red flagging important information (not focusing on spelling) to be corrected and presented in sections or full-page. Martin added everyone should cooperate and work together to have these corrections available for the public, as soon as possible; these pages can be inserted into the existing 2006 Town Report; approval date yet to be determined.

The auditors met with the new elected School District Treasurer, Andrea Royce, who requested the School's check books and other financial papers from the Town Hall vault. Select persons explained to J. Joyce that the School is a municipality, can do whatever is authorized by statutes; they can house these papers. She found that the statutes states ! kept by the municipality, knowing this clarified her reading of the Statute. It was strongly suggested that all records be kept in a fire safe cabinet, which the Auditors had already recommended. Lanning will give Royce a key to the Town Office room allowing the auditors to keep auditing current. And the Town vault will house old, out dated school stuff, bank books, documents, etc.

Auditor, J. Joyce had not yet turned on their computer, but had that she had the parts to install to get it up and running. Martin reminded everyone that the auditors had budgeted funds to purchase a new computer. And he felt that just replacing computer parts was just band aiding potential problems and he believes this computer doesn't have a current update or working Windows.

On another matter, Evans felt that the Auditors should pay tonight's Brattleboro Reformer invoice to publish (2 times) the entire 2006 Town Meeting Warning, others agreed. The Auditors expressed their concern knowing that their budget did not include funds for this payment, but finally understood and agreed that this payment will reflect a deficit their budget.

Fredrick Hege, RESCUE Inc rep. returned to the Town a check in the amount of \$1,436.25. After being instructed to pay Rescue's February invoice, it appears that the Town Treasurer, overpaid them. The Town Treasurer was instructed not to account this returned check as miscellaneous revenue but to bookkeep by reversing Rescue's overpayment.

Hege was pleased to see how current and precise information is appearing on the Town's web site. Joyce and Lanning left at 7:35 PM

**1a. Town Clerk and/or Treasurer:** Bean reported to Evans that she met with VLCT's ! ! Mansure, as he inspected the Town Hall.

**1b. Highway foreman:**

**Posting Road** — Lengthy discussion pursued regarding posting roads, which Bostrom doesn't believe in as he is of the old school, and believes roads should be able to properly accept vehicle travel. Board members responded but some roads were not built properly; not all companies apply for an excess weight permit; the Town needs protect these back, dirt roads and to alleviate a situation, upsetting a property owner who can't get out of their home due to road ruts; the Town has the ability to collect on repairing road damage from the know trucking company; limiting travel of large trucks, only when roads are frozen; Stowell was asked, by the Chair, to work with the Highway Dept.

Bostrom will follow up on Walter Royce's Workers Comp claim form from Grace Cottage Hospital

**Replacing trucks** — After reading a very lengthy list of repairs; trying to decipher which truck will be replaced, when, how (350 550 — became big and little truck). It became evident that both trucks should be replaced to

retain their equity and to stop dumping money into them for repairs. At this point, the Chair asked Stowell to work with Bostrom in complying standardized truck specs, for bidding on a big and little truck, as they know and understood the working of a highway department and the need to re-align purchasing equipment cycle.

**Highway maintenance** — Stowell questioned the road foreman's winter highway maintenance procedures: running chains on the blacktop, thus chewing up the tires; over loading them with sand and salt; why are the wings still on? Bostrom's re-buttle: he has changed winter road maintenance assignments, consequently allowing Royce more time to concentrate on Town Acres and State Forest Rd.; one ton trucks salt Grafton Rd, plow Round Hill Cemetery, School House, Hall Farm Roads and draw cold patch; the rounding off the loads, appears to one that the truck overloaded, because the dump body lack space when tipped up; he will be purchasing better quality chains and parts; he is superstition of Mother natures consequences if plows are removed to early.

**Equipment Fund** — Its history and purpose was explained to Bostrom, which has yet to accept the idea of equipment having to earn money. Janet Sleeper as a bookkeeping mechanism to track truck repair/expenses and income earned created this fund.

**Chain saw** — After just recently using the chain saw, the road crew could not find it. Now needing to purchase a new one.

**Purchase Orders** — Bostrom is very supportive of the Town documenting purchases through purchase orders. The Treasurer will be invited to the Board's next meeting to discuss her pros and cons of this procedure.

Stowell asked if Bostrom noticed, when calculating salt delivery slips and amount am being invoiced, that Cargill prices salt per ton at the lower figure.

**Culvert inventory** — Bostrom spoke to Steve Oventon, WRC regarding their process to locate and inventory town culverts.

The chair believed that John Evans would be stopping by to discuss the Janos property — he's not here yet.

Martin took a tape measurer to locate the Evans' sketched location of on the exiting land. He found it to be awfully tight, not much room to work with or in.

**1c. Board of Health:** no report at this time

*The chair moved to approve the **Minutes of March 6<sup>th</sup> & 7<sup>th</sup>, 2006**, seconded by Brooks, unanimously carried by the Board.* Stowell inquired the Listers hired Mary Weiner as data entry.

Highway order for week ending 3/11 has not be received or signed, question Treasurer on its whereabouts.

Agreed to restructure agenda; moving paying orders earlier as done tonight.

Clarifications need from the Town Treasurer regarding year-end financial statements

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

SM06 — \$11,303.24

SMPR06 - \$1,252.21

Road Com Ord wk/ending 3/18/06

*unanimously carried and signed by the Board.*

At this time the Board memo'd the Town Treasurer — asking her to attend next meeting to discuss Highway Purchase Order system; year end issues; inquired on the whereabouts of the

Road Comm. Order for week ending 3/11/06; asked her to inquire on Richard Frost dba Dick's Lock Repair Dec 27<sup>th</sup>, 2005 invoice as to who requested the duplicate keys and was it paid — cc Auditors

### **3. Old Business**

**Town Hall inside maintenance** —Evans asked should the town hire a maintenance person to take out the trash, change a light bulb etc. and should the Board ask an officer to assist in overseeing specific inside cleaning such as the wood - walls and floors?

**Dry Hydrant** —Stowell reported that the Fire Department has applied for another grant to create a dry hydrant in West Townshend.

**Antenna** —Tomorrow Stowell will question Southwestern Fire Mutual Aid - Keene on another antenna bill.

**State Highway projects** —Stowell reported that he had contacted VTrans to strip the centerline Grafton, Athens and Windham Hill Roads; the chair made a request of the Board to follow thru in hiring someone to paint road side lines and for Stowell to prepare the necessary highway budgeted construction figures for VTrans District 2 approval.

**Select Board Clerk** —At the Board's last meeting Davis understood the reason to advertise for letters of interest in positions but why the Select Board clerk's position - there is no opening or vacancy and she understood this is an "at will" position, meaning she can be fired. The chair verbalized an apology to their Clerk for advertising a non-vacant position, as of tonight the Board has received one letter of interest for the position.

Stowell believed the Board was to advertise all hourly positions, requesting letters of interest. Members discussed how difficult it would be if, yearly, all hourly positions were advertised; Hege understood that, last year, the Board advertised all appointed positions and received complaints from those who had always held the position would now have to apply.

**Cell Towers** — Not to take away another Select persons thunder or step on other's shoes, Martin was contacted and invited a Sprint representative to come, sit down and talk about locating a tower on the Town Hall. Others asked has anyone thought to contact CVPS for use of their tower, a top of Townshend Acres?

**Septic's** —The Board should work with the Septic Compliance Officer to go after outstanding, not approved town septic permits: Works, Fletcher & Powling and DeFelice.

**Fountain** —Russ will start in getting the Fountain on the Common.

**Discontinuance of Knapp Rd** — The Board strongly urged their clerk to prepare the necessary paper work for their next meeting to complete the discontinuance of Knapp Road.

**Law Enforcement** —Evans suggested that the Town present, for negotiations as to what the Town will pay the Department, summarizing their outstanding, unpaid invoices to include patrolling hours & mileage.

Martin spoke to the Board of its need to meet with the Vermont State Police (VSP) to ask what services they could provide, when given a bulk figure. Hege asked if the

Board would ask them to provide you with a sample record sheet for discussion and review.

On another unrelated matter Constable Putnam has been asked to accompany law enforcement to 911 sites/location, reported Stowell. He poised the question, shouldn't the constables be given monetary reimbursements, if these requests become more frequent?

**Valley Cares** —the Board took no action on papers received from:

- State ANR acknowledging receipt of Valley Cares Application
- Questions asked by ANR of Jewell, engineer of the project
- The Town receiving a completed Application

**Dept of Taxes PVR** —correspondence dated March 8<sup>th</sup> returned the conformed letter showing receipt of the Acceptance of Director's Re determination of Townshend's Equalized Education Property Tax Grand List, Common Level of Appraisal and Coefficient of Dispersion.

**4. New Business** — none present at this time.

**6. Other Business** — none at this time

**7. Executive Session** — none at this time

**8. Time of Next Meeting** — April 3, 2006

*Brooks moved to **Adjourn at 9:15 pm**, seconded by Evans, unanimously carried by the Board.*

Respectfully submitted,

Cynthia Davis, clerk for the Select Board