

Townshend Select Board Meeting Minutes - April 3, 2006

Present

Berenice Brooks
Alene Evans,
Henry Martin, absent

Jeffrey Russ absent
Irvin Stowell, vice chair
Select Board

Participating Members

Robert Crego, Valley Cares Michalina Wasung, Town
Treasurer, Kurt Bostrom, Rd Fore. Jennifer Joyce & Kimberly
Liebow Auditors; Fredrick Hege, Rescue

Irvin Stowell, vice chair **called the Meeting to Order** at 7:00 pm and recognized **Participating Members:**

Robert Crego, Valley Cares (VC) director, spoke of 3 Highway Access Permits, he'd presented, along and across Grafton Rd, he believes the State will be asked for them, approved, at VC's ACT 250 hearing. These accesses will supply water from their northerly drilled well to properties across from VC (DeWitt and Jacobs).

Discussion followed: the possibilities of having only one access, with a 24' transition in a 6" sleeve, containing both water lines; installed at least four feet below grade. Crego was unaware of the Board's communique from Amon DeWitt (copied to Crego). DeWitt wrote of there being NO signed water agreement between himself and VC. Crego said he'd be back in May possibly bringing the Attorney generated signed water agreements. Crego left at 7:15 pm

1c. Highway foreman:

Purchase Orders: Treasurer, Michalina (Miki) Wasung agreed with the concept of using purchase orders (PO). Bostrom spoke as to how it would work, each truck having a PO book and, as he does now, will have to separate each item per vehicle should the PO have multiple items; Miki questioned 3 or 4 part? Evans agreed to meet with Wasung & auditors to work out the PO details.

Pay order preparation: Stowell expressed his concern of Wasung becoming involved with invoices before the payment process; bills must be present for payment. When he was road foreman he would make sure the invoice/packing slip indicated which equipment to be charged attaching to 2 clips boards one for current & future invoices, he would match these invoices/packing slips to statements for payment. He believes that there are too many hands involved and too much back and forth of these bills. He further continued that bills received on Monday cannot be included for payment on that Monday board meeting. (Wasung volunteered to see if the payment period for credit card payment could be extended). Wasung responded that NEMRC was surprised that she didn't do the Orders along with writing the checks. Evans thought there should be less pushing paper around and asked questions concerning receipt of the mail because many bills have become lost; Stowell interjected, like the Lane bill, it should have been returned to Bostrom, Stowell saw it on the batch of orders which the Treasurer insisted be corrected.

New "smaller" truck purchase is process, trading in both one tons for this new one.

Better Back Road Grant — Bostrom has reviewed the awarded Grant noting Federal regulations. Stowell informed him that this Grant for the Plumb Hill (Allard) bank had been bid out and met regulations.

Spring Bids —will be completed for advertising to include Bostrom's updated list of culverts.

Old culverts — The Board's consensus was to get rid of those old, dangerous culverts stored at the pit by possibly calling Advance Recycling. Stowell informed Bostrom that Mark Morse, past road foreman, did not stake out all culverts, he had the idea to reuse these stakes after the staked culverts were located.

Steam Cleaner —After hearing about the road crew's trials and tribulations when trying to use the steam cleaner to clean the Grader's radiator, etc. and the age of the present steam cleaner. The Board's consensus instructed Bostrom to compare prices before purchasing either a steam cleaner or pressure washer.

Smaller tools/equipment — Purchasing sets of wrenches and other misc. pieces them was discussed; should they be locked up? Everyone understood this problem and the need to buy tools, advising him but not to splurge extremely.

Red Wing Rd/Pent Rd — Stowell still very confused as to how road names changed.

Grafton Rd —J. Joyce expressed concern as to constant "ponding" of water at the entrance of her driveway. Stowell reassured her that roadside culverts would be installed allowing for proper drainage.

She requested the possibility of having a "children at play" road sign near her house.
Bostrom left at 8:00 pm

1b. Town Clerk and/or Treasurer:

Wasung had prepared a 3-month revenue statement and a request for a written legal opinion on preparing and sending tax bills for the June 15th payment. She has other problems with - what grand list, what happens if a trailer is gone, can't adjust; collection of interest; and delinquent on what date? The Town will be collecting only municipal taxes, continued Wasung, which she thought to be around 30 cents.

Evans didn't understand why she waited until now to express her concerns, why didn't she come during the budget process, as she had done when she was town treasurer. Wasung indicated that she felt excluded in the budget process and had her own problems in getting the town report out. Wasung did see the drafted Warning with "Treasurer with ?? (marks)" written upon it but didn't see it until it came out. Evans volunteered to secure a legal opinion (later Evans asked Davis to follow up). Wasung needs to check with Ernie (NEMRC) on how to do it (tax bills); how to deal with adjustment, etc.

On another matter, Wasung continued, how to get copies of the Board's minutes. She was informed to take them off the WEB site; Davis added that Town Clerk Bean volunteered to copy her the minutes after they were downloaded on the WEB site.

Evans asked Wasung to address the end of year financial account status, especially with the Town Clerk's salary, there appears to be a discrepancy or a wash. The Board did instruct her to pay the town clerk salary balance to Cynthia Davis, what happened? Miki added that Bean had spoken to Martin about it; the monies were not lost in the ozone but appear as an Account Payable. Consequently, Wasung ran of

copies of Accounts Payable spoke to accounts listed: \$79,000+ to include \$45,000 paving; \$15,000 B&B, Town Clerk salary; web work.

Evans questioned receipt of Rescue's duplicate payment as they returned a payment to keep the books clear. Wasung response they were paid 13 times in 2005. Evans further explained how and why the Auditors were charged with the Town Warning legal notice and asked why was the Select Board charged for the Town Hall wreath. Wasung was embarrassed, it shouldn't have been and she will look at last year's petty cash slip to see how expensed. Wasung will leave Evans her requested copy of the detailed transactions.

Wasung believes that Jack Frost dba Dick's Lock Repair bills is for Lister keys, requested by W. Meyer. Wasung left at 8:40 pm

Auditor, Jennifer Joyce was still concerned as to where the Auditor's get the money to purchase a new computer. Evans showed where and how to find this money in their 2006-07 budget, keeping their purchased within the budgeted amount. Joyce believed that individual budgets were not in effect because the Auditor's Financial Report was not accepted at Town Meeting. Discussed the printing of the 6-month report and input was given by Select Board members to review past town reports to see what reports/statements were included, more convenient and proper location, etc. Joyce and Liebow left at 9:00 pm

*Stowell moved to approve and sign the following **2006-07 Liquor Applications:***

2nd class \$50 - VT Staple Goods (River Bend Market);

*1st class \$100 - Townshend Pizza and Tannery Brook Hospitality (Windham Hill Inn),
seconded by Brooks, unanimously carried and signed by those present.*

1d. Board of Health: no report

*Stowell moved to approve the **Minutes of March 20, 2006**, seconded by Brooks, Davis indicated that she would get additional information and clarification from the Planning Commission re: Monette's presentation before these minutes are posted on the site, unanimously carried by the Board.*

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

SM06 — \$5,983.39+Credit Card BB (Feb) \$2,886.00 BB staff \$1,456.00 and Steven Assoc \$217.79

SMPR06 - \$3,565.24

Road Com Ords wk/ending

unanimously carried and signed by those present.

4. Old Business

TnBarn Antenna—SWFMA (Keene - Mutual Aid) is following up on Stowell's concerns on additional billing for the antenna installation.

Striping — Stowell is contacting contractors for striping roadside lines.

VTrans — Townshend's Financial Plan— Stowell had completed a 6-month and 12 month financial plan, which were signed by those present.

Excess Weight Permits — Stowell will be completing excess weight permits for: Griswold, Gurney, Camp Precast and Plimpton

Law Enforcement —Spoke of inviting VSP, when all Board members are present; Evans spoke of reviewing and comparing WCSD's 2005 unpaid invoices with incident reports, after which negotiating a percentage of those monies owed WCSD.

Stowell reported on his conversation informing the deputy sheriff, parked in his doorway that the Town did not pay for patrolling. Deputy's responded, he was doing what he was instructed by the day officer in charge.

B&B — March 6th and 15th letters were reviewed, no action taken

No action taken on VC, engineer Jewell's answer to ANR's questions plus another copy of application

5. New Business

- Members saw no reason to not allow the Marlboro Morris Dancers on the Common, Sunday May 28th approximate time of 3:30 to 4:30
- *Stowell moved to appoint Timothy Bell as Townshend's Emergency Management contact/coordinator, seconded by Evans, unanimously carried by the Board.* FEMA's informational 3x5 cards was completed
- No Board action on WRC's response to Environmental Commission - Stratton's traffic impact

6. Other Business

- Schoenberg Salt Co flyer received

7. Executive Session - none at this time

8. Time of Next Meeting —April 17, 2006

*Brooks moved to **Adjourn** 9:45 PM, seconded by Stowell, unanimously carried by the Board.*

Respectively submitted,

Cynthia Davis, clerk for the Select Board

