

Townshend Selectboard Meeting Minutes — May 7, 2007

Present:

R. Michael Donahue
Alene Evans
Henry Martin

Carole Melis
Jeffrey Russ,
Selectboard

Participating members:

VSP Lieutenant Rick Hopkins; Howard Lott & Richard Lucier, Listers; Archie Clark, Brookline Selectperson; Jennifer Joyce, Kimberly Liebow & Carolyn Laning, Auditors and Patrick Crowley, Reformer correspondent

At 7:00 PM the Chair ***called the Meeting to Order and recognized Participating Members:***

Howard Lott and Richard Lucier indicated that Lister, Walter Meyer was creating a type of “building permit”. They have been verifying property span numbers and land & current use so that the final Town re-appraisal can go to the printer by May 15th; to be mailed to all property owners by June 1st. Lott & Lucier left at 7:15 PM.

Trooper Hopkins wanted to meet with the Town before entering the next contract commencing July 1st (He will be away the month of June). He reviewed documentation and answered questions relative to the services and costs of contractual activities performed by the Troopers. Hopkins left at 7:40 PM

The Board gave Brookline Selectperson, Archie Clark, positive feedback to join a collaboration, with the town of Newfane, when requesting bids on projects, such as paving, street sweeping, purchasing fuel, etc. Clark left at 7:50 PM

Auditor, Carolyn Laning reported that the Michalina “Miki” Wasung, Town Treasurer has hired someone to create, for the Selectboard, town financial reports thru the excel software. The Auditors became aware of another procedure they need to perform, which is “internal control”. Laning expressed concern of offices not having, in place, procedures that lay out the necessary duties for others to follow during an absence.

Martin informed the Auditors that the crushing gravel reserve was not found in the 2006 Town Report. Laning will ask Wasung to prepare a report on all reserves, which Liebow will give to the Selectboard. Joyce, Laning & Liebow left at 8:15 PM

1b. Highway foreman report:

- FEMA has established a temporary office to handle and process flood damages and will reimburse 75% of the town's cost to repair flood-damaged roads. Martin wondered if the Town can expect the State's monetary reimbursement of 12.5%
 - Martin had earlier instructed Bostrom to get quotes to purchase gravel, as our Town pit is becoming very depleted and the roads need to be repaired: quotes received from

Cersosimo	\$15.00	Fitzpatrick no response
Zaluzny	\$16.00	Plimpton \$10.50 at pit
 - Bostrom contacted Plimpton Excavating who will provide and truck the gravel.
 - The Board's consensus was to have Bostrom hire out for other road repairs in order for the road crew to continue maintaining all roads. Discussion followed on the need for the Town to borrow money, as a stopgap before receiving FEMA's reimbursement, to pay for these expenditures.
 - Contractors have indicated to Bostrom that they would not crush for less than \$40,000. David Chaves did submit a quote of \$20,000 for this year.

Russ moved to authorize road foreman, Bostrom, to hire contractors to assist in repairing the April 15th flood damaged Town roads, seconded by Evans, unanimously carried by the Board.

During the Road Foreman's report Walter Meyer appeared for a few minutes the left.

Melis moved to instruct the Town Treasurer to seek bank quotes to establish a line of credit, not to exceed \$125,000 to pay for the road damages after the April 15th storm, seconded by Russ, unanimously carried by the Board.

- Letters received for the highway department:
 - Complimentary letter from Karl Decker on repairing the Simpson Brook Rd
 - Edward & Kathleen Mills' complained of the damage to their Grafton Rd. mailboxes, when plowing snow to fast. Bostrom will speak to the Mills'.
- Excess Weight permits signed: Jewell Transportation and Newport Sand and Gravel
- Driveway Access Permits: Drawert and LaFountain on Manning Rd off Simpson Brook Rd. Bostrom awaiting engineering plans to complete Valley Care's permit to lay their electrical service beneath Grafton Rd.

1a. Town Clerk and/or Treasurer:

Town Treasurer provided copies of

- the Department of Education Cash Flow Reconciliation for Townshend
- her correspondence with Windham Solid Waste Mgmt District re: outstanding balance
- Valley Cares', Robert Crego, letter of appreciation in establishing an account to receive the grant money.

*The chair moved to approve the **Minutes of April 16th & 23^d, 2007**, seconded by Melis. Melis' changes were accepted; corrected and amended minutes were moved, carried by the Board. Martin abstained.*

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

SM06-07- 21	\$19,986.18	
SMPR06-07 - 20	\$ 4,656.69	Road Com Ords wk/ending 4/28, 4/21 & 4/14

unanimously carried and signed by the Board. The Board was copied Windham County Sheriff's Department new statement format.

Martin instructed their clerk to verify the exact monies owed in the purchase of Truck #8 before signing an Order.

4. Old Business

Minutes —The Board decided to maintain the present procedure of posting the draft Selectboard minutes on line, followed by a clean approved copy. Elizabeth Garfield's letter on what should be included in minutes was reviewed.

One hour parking —VTrans informed the Town that the State couldn't approve limited parking time.

Electrical billing —Melis is awaiting additional information from CVPS. She didn't realize that the Town pays for 34 streetlights.

FEMA's July 29th 2004 maps —Davis has asked for additional copies of all correspondence and maps relative to FEMA's request.

Janos property — To invite the new owner to review his offer to the Town for use of the property.

Riding the roads —Members agreed that the Board should ride and inspect all of Townshend's roads.

No action on:

- copy of Special Town Meeting Warning — May 30th
- Town Treasurer did not reply to the Selectboard's April 23rd letter
- copied correspondence from Debra Whitney to Grace Cottage Hospital (GCH) re: correcting the flooding of her back yard contributed by GCH's newly constructed parking lot.
- gave the Town Clerk, to file in the vault, 4 binders containing documents relative to West River Valley House and Limited Partnership (Units #1 and #3)

5. New Business

No action taken on correspondence from:

- Listers informing the Board that they could not work on Thursday, April 12th because there was no electricity.
- Fisher & Fisher to Valley Cares with copied documents to the Town re: second opinion on Valley Care's financed properties.
- VLCT PACIF - detail on losses
- WRC — requesting completion of the Rapid Response Plan.

The Planning Commission will be invited to attend the Board's May 21st meeting to discuss the projects they are working on.

6. Other Business

VLCT's April 17th Memo re: CIGNA update and Blue Cross and Dental increase

- St of VT:
- Policy & Planning Division — 2008 Enhancement Program Schedule & Process
- ANR
- Gordon & Sharon Bush (project review sheet)
 - Scott DeFelice's WW-2-2599 permit
 - Nancy Evans 45-day in house review (subdivide 128.5 of her West Hill property into 3 lots)

*At 9:15 PM Russ motioned to move into **Executive Session** to discuss personnel, seconded by Martin, unanimously carried by the Board.*

*Evans moved out of Executive Session, no action taken and moved to **Adjourn** at 10:45 pm, seconded by Martin, unanimously carried by the Board.*

8. Time of Next Meeting - regular May 21st; Special Town Meeting May 30, 2007

Respectfully submitted,

Cynthia Davis, clerk for the Selectboard