

## Townshend Selectboard Meeting Minutes - November 5, 2007

**Present:**

Alene Evans  
Joseph Juhasz  
Henry Martin

Carole Melis  
Jeffrey Russ,  
Selectboard

**Participating Members:** Robert Crego, Valley Cares; Joseph Daigneault; Anita Bean, Town Clerk and Kathleen Hege

At 7:00 PM the chair called the ***Meeting to Order***, recognizing participating members:

Robert Crego, Executive Director of Valley Cares, Inc. had provided copies for Board review of Townshend's: 0226/0SIG (5) WRV Assisted LP Requisition 3 for \$90,020 and Townshend's: 0226/0SIG (20) WRV Assisted LP Requisition 2 for \$20,072. *Melis moved to have the chair sign both requisitions from VT Community Development Program Funds, seconded by Evans, unanimously carried by the Board.*

*Martin moved to sign the First Amendment to Grant Agreement amendment to the existing State of Vermont, Agency of Commerce and Community Development, dated October 6, 2006, seconded by Melis, unanimously carried by the Board.* Crego left at 7:10 PM

Martin suggested to Joe Daigneault, Treasurer of Townshend's Volunteer Fire Department, to wait 2-3 weeks, before starting their budgets as there may be the possibility of receiving year end figures.

RE: Professional Auditor

The Board believes that the Treasurer should be able to pull up all the necessary information without using NEMRC's services. The Selectboard offered the dining room to conduct the audit during working hours. If the dining room is an inadequate space the old Selectboard room will be offered. Daigneault left at 7:15 PM

After receiving Michael Charles' letter *Martin moved to accept, with regret, Michael Charles' resignation from the PC and Windham Regional Commission, seconded by Melis, unanimously carried by the Board.* Davis was instructed to post all vacancies.

Martin invited Anita Bean, Town Clerk, to tonight's meeting to learn how the Town's mail is handled and to discuss establishing a new protocol as Members have concerns of lost correspondence and of others opening personally addressed mail.

Bean was instructed to be the only person together with her assistants to pick up and stamp date the mail received. She was also instructed to change the mail box combination and to secure a place to store the Selectboard's unopened mail until Davis picks it up. Davis was asked to notify, in writing, the Town Treasurer and Listers of this new procedure.

Another issue to address was how fast the public learns of what happens, in a Select board meetings, before the minutes are out. Martin reminded Bean that the public's perception is that the Town Clerk knows everything, what's going on, etc.

Martin then reminded everyone that a Select person cannot act or make a decision on his/her own. They must remember they are one of a 5 member Board.

The consensus of all present was to keep the pre-town informational meeting.

Kathy Hege informed the Board that the Townshend School does not have a copy of their professional audit and stated that the Hospital decided to pay for all of its upcoming septic work.

The Selectboard agreed that a charge of \$7.00 to have the Town Clerk's salary wired to the Bank will be paid and charged to the Town Treasurer's office.

*Martin moved to accept Carolyn Laning's (not dated, unsigned note) resignation as Town Auditor, seconded by Evans, unanimously carried by the Board.* Bean and Hege left at 7:45 PM

Russ will get the necessary information to Martin so he can follow up with the Sheriff's Department as to why they wouldn't respond to an event at the Grade School.

**Road foreman, Kurt Bostrom reported:**

- He and Russ will go visit Halifax's town garage; Seeking bids to build the Highway complex will start when Sanderson mails the appropriate documents. Martin reflected that it is now the Board's obligation to further investigate this construction;
- Walter "Bo" Royce is back to work; the Town Treasurer paid his insurance with his hours.
- Shoulder work completed on the newly paved roads;
- Martin received a phone call from Otto Tarbell who stated that he would be willing to work for the Town on the beaver issue. Martin explained that the Town had already engaged with Schoonover and was quite happy with his performance.
- Bostrom received permission to have the F350 undercoated and to purchase front tires for the Grader costing \$2 – 2,500 plus chains \$3,000;
- The insurance company will pay for the reconstruction of the Rte 35 sloped bank (dump truck accident scene) which should start soon;
- Bostrom phoned VLCT to give them information on Verizon's claim.

*Martin moved to pay Road Commissioner's Orders for weeks ending: 10/20, 10/27 and 11/3, seconded by Russ, unanimously carried and signed by the Board.*

**1a. Town Clerk and/or Treasurer:**

- Board members reviewed and compared the Treasurer's E&O's to those approved by the Selectboard, still in difference on Solow/Oran's appraisal and questioned why is she doing the Listers' work?
- She reported on the status of reports/documents requested for the audit.

- Reviewed the net loss from tax appeals
- The Board received another copy of Solow's correspondence, which showed three hand written remarks from the Treasurer.
  - The Board needs further clarification from the Listers, therefore the Board rescinded the Solow & Orman's Oct. 15<sup>th</sup> E&O.

*Martin moved to instruct the Town Treasurer that the FEMA differential of equipment rates should be booked directly into the Equipment Fund, seconded by Evans, unanimously carried by the Board.*

*Martin moved to approve the **Minutes of October 15, 2007**, seconded by Evans – corrections: Beck's taxes were increased .76 cents; Lister, Walter Meyer stated that he could bill anybody at any amount they want. Melis moved to approve the corrected minutes, seconded by Martin, unanimously carried by the Board.*

*Martin moved to **Pay Bills and Sign the following Orders** (payroll order included Select persons salary)*

SM07-08 #9A	\$7,497.30 - adding prepay fuel \$26,260.80
SMPR07-08 #	\$6,383.79

*seconded by Melis, unanimously carried and signed by the Board.*

Davis reported that she waited too long to get fuel oil quotes but Kearley did offer a reduced cost per gallon, not as substantial as their first contracted quote.

*Melis moved to enter into the fuel contracts with Kearley Fuel and to instruct the chair to sign them, seconded by Russ, unanimously carried by the Board.*

#### **4. Old Business**

**VELCO's southern loop** – correspondence received.

**FEMA money** – *Juhasz moved to authorize the chair to sign the Substandard Agreement to receive the State's 12 1/2% for flood repairs, seconded by Melis, unanimously carried by the Board.* Juhasz indicated that a letter to William McManus must accompany this signed agreement indicating that all flood damages have been completed.

**Flood Hazard Ordinance** – Melis will redraft Atty Fisher's proposal.

**Driveway Access** – Russ will review with Bostrom the two examples of enforcing driveway access.

**RESCUE** – Martin will try to attend Vernon’s consortium to discuss Rescue on Wednesday, Nov. 14<sup>th</sup> 6-9 pm at the Holiday Inn Express.

**Health Insurance** – Town received CIGNA’s verification of the removal of Bostrom from the Health Plan.

**Municipal Grant** – Town Treasurer informed the Board that the committee which reviews these grants will be meeting on Dec. 6, 2007.

**Library Roof** – Martin suggested to M. Holt to find out the exact longevity of the existing roof, if it’s good for 2 or 3 years the Library then should start setting aside money to replace it.

**Personnel Policy** – Nov. 14<sup>th</sup> at Melis’ 6:00 – 7:30 pm.

**Brookline Rd Junk** – Juhasz gave phone numbers of State agencies for Lemire to call regarding her concerns. The Board has learned that debris is used and cut up by Renaud.

## **5. New Business**

Atty. Fisher will be appearing for the Town in the matter of David Parker vs Town of Townshend (appealing his property appraisal to the State)

FEMA notified the Town of a revalidated LOMA property

Today, the Town received the results of Otis Health Care Center’s ACT 250. The Board did not have enough time to read it.

Melis prepared a Hold Harmless Agreement between the Town of Townshend and the Townshend Historical Society regarding their historic display and case, *Evans moved that the chair sign this Hold Harmless Agreement, seconded by Russ, unanimously carried by the Board.*

VLCT’s forwarded their year in review and the offering of a new vision plan

## **6. Other Business**

St of Vermont – all paper work for Philip Schoolmans’ Waste Water in Jamaica

Grant Mgmt Workshop – Dec 5, at VTC

Request for Social Service 07 monies: RSVP; Vt Nurse Assoc & Hospice; Gathering Place

WRC Newsletter; Bazin Brother’s Certificate of Insurance

**7. Executive Session** - None at this time

**8. Next Meeting – Nov 19th** - Personal Policy Nov. 14<sup>th</sup> at Melis'

*Evans moved to **Adjourn** at 9:55 PM, seconded by Russ, unanimously carried by the Board.*

Respectfully submitted,

Cynthia Davis, clerk for the Board.