

Town of Townshend 160th Annual Town and School Report



Fiscal Year July 1, 2017 to June 30, 2018

TOWN OF TOWNSHEND

P.O. BOX 223 - 2006 VT ROUTE 30 - TOWNSHEND, VT 05353

<http://www.unofficialtownshendvt.net/index.html>

911 FOR EMERGENCIES

Population: 1,232

Registered Voters 984

Elevation : 574 Feet

Area: 27,200 Acres

Roads: 63 Miles

First Constable 221-0467

Highway Dept. 365-4260

Second Constable 365-7334

Library 365-4039

Townshend Dam Picnic/Swimming 365-7703
For Reservations 877-444-6777

L&G Union HS 365-7355

Elementary School 365-7506

Town Hall 365-7300

TOWN CLERK HOURS

Monday, Tuesday, Wednesday, Friday - 9:00 A.M. to 4:00 P.M., Saturday by Appointment, Closed Thursday

COMPACTOR

Tuesday and Thursday – 2:00 P.M. to 6:00 P.M.

Saturday - 9:00 A.M. to 5:00 P.M.

MEETINGS

CEMETERY COMMISSION

2nd Monday - 5:00 P.M. at Town Hall

ELEMENTARY SCHOOL

2nd Monday of each month
7:00 P.M. at the Elementary School

FIRE DEPARTMENT

4th Monday - 7:00 P.M. Work Detail

SELECT BOARD

2nd & 4th Tuesday - 6:00 P.M.
at Town Hall

2nd Thursday - 7:00 P.M. Business Meeting at Fire
Station

PLANNING COMMISSION

2nd & 4th Wednesday 7:15 P.M. at Town Hall

LIBRARY TRUSTEES

2nd Wednesday - 6:00 P.M. at the Library

AUDITORS

Meet monthly at Town Hall at their discretion

LIBRARY HOURS

Monday - 1:00 P.M. to 5:00 P.M.

LELAND & GRAY

2nd Tuesday of each month at 7:00 P.M. in the Leland
& Gray Library

Tuesday - 9:00 A.M. to 1:00 P.M.

Wednesday - 1:00 P.M. to 7:00 P.M.

LISTER HOURS

Tuesday & Friday - 8:30 A.M. - 12:00 P.M.

Friday - 9:00 A.M. to 1:00 P.M.

Saturday - 9:00 A.M. to 1:00 P.M.

TOWN Informational Meeting Tuesday, February 26, 2019 at 6:00 P.M.

Please bring this Report to Town Meeting, March 5, 2019 at 9:00 A.M.

**Townshend FY 2017-2018 Town and School Report
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WARNING FOR THE TOWN OF TOWNSHEND 2019 ANNUAL MEETING

The legal voters of the Town of Townshend are hereby notified and WARNED to meet at the Town Hall in Townshend, Vermont, on Tuesday, March 5, 2019, at 9:00 a.m., to act on the following articles, viz:

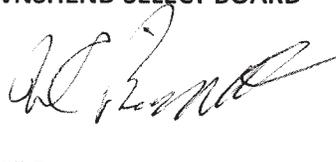
- ARTICLE I.** To choose a Moderator for the ensuing year:
- ARTICLE II.** To act upon the July 1, 2017 - June 30, 2018 Independent Auditors' Report:
- ARTICLE III.** To see what salaries the Town will vote to pay its various officials for the ensuing year:
- | | |
|---|------------------|
| Town Clerk: | \$ 36,407.00/ yr |
| Town Treasurer | \$ 2,342.00/ yr |
| Select Board: (1) Chair: | \$ 900.00/ yr |
| (4) Members: | \$ 775.00/ yr |
| Town Clerk assistants and casual labor: | \$ 14.40/ hr |
- ARTICLE IV.** To elect all Town Officials for the ensuing year(s):
- | | |
|---------------------------|---------------------------------|
| Town Clerk: | (1) 1 yr term |
| Town Treasurer | (1) 1 yr term |
| Select Board: | (1) 3 yr term
(2) 1 yr terms |
| Listers: | (1) 3 yr term |
| Delinquent Tax Collector: | (1) 1 yr term |
| First Constable: | (1) 1 yr term |
| Second Constable: | (1) 1 yr term |
| Town Grand Juror: | (1) 1 yr term |
| Town Agent: | (1) 1 yr term |
| Library Trustees: | (1) 5 yr term |
| Cemetery Commissioner: | (1) 5 yr term |
- ARTICLE V.** To see if the Town will authorize the Selectmen to set a tax rate sufficient to cover all monies raised for municipal entities for the period July 1, 2019 through June 30, 2020, and to borrow money in anticipation of taxes?
- ARTICLE VI.** To see if the Town will authorize its Property Tax Collector to receive its Real Property Taxes quarterly, August 30, 2019; November 22, 2019; February 28, 2020; and May 29, 2020? Monthly interest will be charged at the rate of one-half percent (1/2%) or fraction thereof; interest of one percent (1%) or fraction thereof plus penalties will commence on May 30, 2020.
- ARTICLE VII.** To see if the Town will vote to appropriate \$ 536,360.00, to pay for the running expenses and liabilities of the Town of which \$ 399,254.00 to be raised in taxes?
- ARTICLE VIII.** To see if the Town will vote to appropriate \$ 544,675.00, for the running expenses and liabilities of maintaining the Town's roads of which \$ 431,675 to be raised in taxes?
- ARTICLE IX.** To see if the Town will vote to raise \$ 170,000.00, by taxation, to be used toward the purchase of a new Highway Department truck?

- ARTICLE X.** To see if the Town will vote to raise \$88,000.00, by taxation, to be held in a reserve account for the repair of the stone arch bridge on Back Windham Road contingent upon the successful award of grant funds?
- ARTICLE XI.** To see if the Town will vote to raise \$ 52,345.00, by taxation, for the running expenses and liabilities of the Library?
- ARTICLE XII.** To see if the Town will vote to raise \$ 10,000.00, by taxation, to be placed in the Capital Expenditure Fund Fire Department Reserve toward a future pumper?
- ARTICLE XIII.** To see if the Town will vote to raise \$ 1,750.00, by taxation, for the Old Cemetery Fund?
- ARTICLE XIV.** To see if the Town will vote to raise \$ 13,460.00, by taxation, for the support of Social Services, as recommended?
- ARTICLE XV.** To see if the Town will authorize the Board of Selectmen to acquire land by gift or purchase for municipal forest to promote reforestation water conservation and good forestry practices?
- ARTICLE XVI.** To see if the Town will vote to set the first Tuesday in March 2020, as the date for the 2020 Town of Townshend Annual Meeting?
- ARTICLE XVII.** To transact any other non-binding business to properly come before said Meeting?

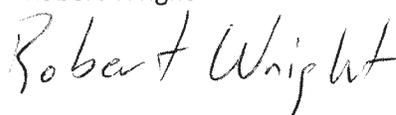
Dated at Townshend, this 26th day of January 2019.

TOWNSHEND SELECT BOARD


Kathleen J. Hege


Will Bissonnette


Crystal Mansfield

Robert Wright


Steven Frisk


TOWN OFFICERS ELECTED IN 2018

TOWN CLERK

Anita Bean (1 year term) to March 2019

TOWN TREASURER

Joseph Daigneault (1 year term) to March 2019

SCHOOL DISTRICT TREASURER

Anita Bean (1 year term) to March 2019

TOWN MODERATOR

David Liebow to March 2019

SELECT BOARD

William Bissonnette (1 year term remaining on a 3) to March 2019

Steve Frisk (1 year term) to March 2019

Crystal Mansfield (1 year term) to March 2019

Kathy Hege (3 year term) to March 2020

Robert Wright (3 year term) to March 2021

SCHOOL BOARD

Alfred Claussen (3 year term) to March 2018

Eric Scott (3 year term) to March 2019

Kristina Wright (1 year term) to March 2018

Cliff Passino (3 year term) to March 2020

LELAND & GRAY

Michael Dolan (3 year term) to March 2018

Joseph Winrich (3 year term) to March 2020

Twillia Holden (3 year term) to March 2020

LISTERS

Richard Lucier (3 year term) to March 2019

Eugene Kuch (3 year term) to March 2020

Mike Bills (3 year term) to March 2021

DEL TAX COLLECTOR Becky Nystrom to March 2019

FIRST CONSTABLE Warren Beattie to March 2019

SECOND CONSTABLE Michael Cutts to March 2019

TOWN GRAND JUROR Margaret Bills to March 2019

TOWN AGENT Carole Melis to March 2019

LIBRARY TRUSTEES

Ann Allbee	(5 year term)	to March 2019
Margaret Bills	(5 year term)	to March 2020
Marilee Attley	(5 year term)	to March 2021
Marjorie Holt	(5 year term)	to March 2022
Patricia Lassoff	(5 year term)	to March 2023

CEMETERY COMMISSIONERS

Bruce Bills	(5 year term)	to March 2019
Rickey Snow	(5 year term)	to March 2020
Scott Nystrom	(5 year term)	to March 2021
Charles Marchant	(5 year term)	to March 2022
Carly Sanderson	(5 year term)	to March 2023

Select Board Report

Fiscal year 2018 finally saw the conclusion of the financial turmoil that the town has faced for several years due to turnover within the bookkeeper's office. While the audit process is time consuming and frustrating, its conclusion has determined that the town's books accurately reflected the financial status of the town on June 30th, 2018. One of the areas that is identified as a material weakness has been brought to the Select Board's attention for several years running. The following is quoted from the internal letter that the Select Board receives at the conclusion of every audit and involves the lack of oversight of financial transactions conducted by elected officials.

Segregation of Duties

Currently the delinquent tax collector is responsible for the collection and posting of receipts for delinquent tax balances. In addition, the tax collector's office is responsible for depositing funds to the bank and posting activity to the tax payer accounts without oversight of other departments. Segregation of duties within the accounting function is an important element of internal control. The segregation of the record keeping and custody/authorization of transactions are particularly sensitive. Since the Town has a limited number of accounting personnel, segregation of all conflicting duties may not always be possible. However, we recommend this function to be delegated to an employee independent of the cash receipts function.

This issue should be a matter of discussion for Town Meeting before the elections and before deciding on a budget for FY20. Should the town consider making financial data record keeping separate from the function of counting, and actually depositing, money in the bank?

Aside from that issue, most of the other noted items had to do with redundancy in personnel and recording procedures in NEMRC that differ from standard accounting practices. Overall the Board was satisfied with the audit results and wishes to thank our bookkeeper, Elaine Hill, and Craig Hunt for all of their efforts over the last three years.

Another focus this year has been the development of policies to cover the use of the Town Hall and the Common. As the Vermont League of Cities and Towns gets more and more insistent that the municipality covers its liability when town property is used for events other than town functions, we began to consider the need for event organizers to hold the town harmless through some sort of liability insurance for scheduled events. This has led to some heated discussions but with today's litigious society there needs to be some type of coverage for the possibility there will be an accident occurring on our property.

As usual, the Board would welcome your attendance at our twice monthly meetings on the second and fourth Tuesdays of the month at the Town Hall. Please join us if you wish to watch live instead of a day later on video. Your participation in civic activities is encouraged as we strive to accomplish the many daily tasks that are associated with running the town.

**TOWN TREASURER'S/TAX COLLECTOR'S REPORT
JANUARY 1, TO DECEMBER 31, 2018**

The treasurer's job stays about the same from year to year. Responsibilities include making deposits, transferring money from one account to another and managing the town's CDs.

Property taxes have been coming in at a pretty steady pace. I want to thank all residents who remember to bring in their tax bill when making their payment which makes it much easier to provide receipts especially when it is extremely busy.

This July, the Vermont Department of Taxes experienced a delay in processing Homestead Declarations and Property Tax Adjustments which may have impacted your property tax billing. Our Town had to print 45 revised bills due to the correctional download we received on July 27, 2018. It created a lot of frustration and aggravation and we received calls from many people wanting to know why we had not included their pre-bate amount on their tax bill when they had filed their Homestead Declaration in a timely fashion. We spent a lot of time on the phone explaining the problem and making everyone aware that it was a State and not a Town issue. Hopefully, this year will go more smoothly.

As a side note, it is important that every Vermont resident file their Declaration of Homestead each year by April 15th. Not doing so results in the State assessing a penalty which can result in a sizeable dollar amount being added to your bill.

I do wish to take this time thank all the townspeople for electing me as their Treasurer and Tax Collector. It is truly an honor to be able to serve the community in those capacities.

There was made simpler within the past few months. There have been changes made in the way the Library and Cemetery Accounts are maintained. This makes the bookkeeper's job less cumbersome and my job less burdensome.

As far as tax collecting, payments are being made in a timely manner. Most taxpayers are bringing in their whole tax bill making it easier to apply the payment and generate a receipt.

Especially during the week when payments are due, there are times when it is somewhat difficult to issue a computer generated receipt. Having the paper copy makes it quick and easy.

So far this year, tax monies are coming in at a steady pace. Some people pay all four payments at once.

Once again, as a reminder;

I WOULD LIKE TO ADVISE ALL PROPERTY OWNERS WHO HAVE THEIR PROPERTY TAXES ESCROWED TO CHECK WITH THEIR MORTGAGE COMPANIES OR BANKS TO BE SURE THEY RECEIVED A COPY OF THE TAX BILL. WE ONLY SEND THEM TO THE COMPANIES THAT REQUEST THEM.

**Joe Daigneault
Town Treasurer and
Tax Collector**



To the Select Board of
Town of Townshend, Vermont

In planning and performing our audit of the financial statements of the governmental activities and each major fund of the Town of Townshend, Vermont (the “Town”) as of and for the year ended June 30, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered the Town’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Town’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Town’s internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses and other deficiencies that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the following deficiencies in internal control to be material weaknesses:

Segregation of Duties

Currently the delinquent tax collector is responsible for the collection and posting of receipts for delinquent tax balances. In addition, the tax collector’s office is responsible for depositing funds to the bank and posting activity to the tax payer accounts without oversight of other departments. Segregation of duties within the accounting function is an important element of internal control. The segregation of the record keeping and custody/authorization of transactions are particularly sensitive. Since the Town has a limited number of accounting personnel, segregation of all conflicting duties may not always be possible. However, we recommend this function to be delegated to an employee independent of the cash receipts function.

General Ledger Accounting and Financial Reporting

During our audit of the Town’s financial records, several entries were required to make the records materially accurate. We noted instances where revenue and expenditure activity was posted to balance sheet accounts and accounting over other areas were inconsistent and inaccurate. The magnitude and scope of these adjustments make it difficult to produce timely and accurate internal financial information on which the Select Board can rely. We also believe that it hinders management to properly perform its financial role and properly operate the Town. It also increases the Town’s exposure to fraud and irregularities. We recommend the Town place more emphasis on the importance of the accounting function and accuracy of financial reporting.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency in internal control to be a significant deficiency:

Internal Controls – Review and Approval

During our test work we noted the Town did not have documented approval procedures over bank reconciliations and general journal entries. Without adequate oversight of these key processes, there is an opportunity for errors to go undetected and management override to occur. We recommend all bank



reconciliations and general journal entries be reviewed and approved in a timely manner to ensure reasonableness of activity and to prevent management override.

Accounting Policies and Procedures Manual

There is no backup to the accounting department in case of long-term leave. The Town should consider ways to provide backup in case of the bookkeeper's absence. It is also good practice to use the backup procedures every so often to provide additional accountability. This policy should identify responsibilities and key procedures to ensure the Town's accounting system is maintained in an accurate and consistent manner. We also recommend the bookkeeper receive formal training to assist with the development of Town accounting procedures.

Allowance over Property Tax Receivables

Our test work over property tax receivables noted the Town does not have a policy or process in place to evaluate and determine an appropriate allowance for uncollectible property taxes. Without a sufficient evaluation process in place, there is an increased risk the Town's valuation of receivables is overstated. We recommend management evaluate formalize an allowance policy that will permit an adequate and consistent annual reserve over property taxes.

This communication is intended solely for the information and use of the Select Board and management of the Town and is not intended to be, and should not be, used by anyone other than these specified parties.

McSoley McCoy & Co.

McSoley McCoy & Co.
South Burlington, Vermont
December 3, 2018

TOWN OF TOWNSHEND GENERAL FUND 2018 - 2019 and 2020

<u>GENERAL FUND REVENUES</u>	VOTED 2018	ACTUAL 2018	VOTED 2019	PROPOSED 2020
PROPERTY TAXES				
Property tax	420,389	485,759	412,427	399,254
Delinquent tax	0	209	0	0
Delinquent tax interest	10,000	11,706	9,000	10,000
Delinquent tax penalty	0	11,163	0	0
Misc. taxes and interest	1,000	(63)	500	500
LICENSES	500	370	500	400
INTERGOVERNMENTAL REVENUE				
U.S. Dam PILOT	5,656	5,656	5,656	5,656
Vermont PILOT	3,390	9,543	3,400	9,000
Vermont Current	55,000	51,158	55,000	55,000
Use Civil fines	10,000	7,765	0	8,000
OTHER REVENUE				
Land sale	0	0	0	0
Town interest earned	700	1,562	700	1,000
Town Hall rental	750	1,418	750	1,000
Town Clerk over counter fees	6,500	5,198	6,500	5,000
Town Clerk recording fees	5,000	9,631	5,000	8,000
Dog licenses	1,200	1,103	1,200	1,200
Trash bag sales	22,000	32,250	25,000	30,000
Reimbursements	0	350	0	0
SOVEREN land lease	2,000	2,081	2,000	2,000
Misc. fees and revenues	350	803	350	350
TOTAL REVENUES	544,435	637,663	527,983	536,360

TOWN OF TOWNSHEND GENERAL FUND 2018 -2019 and 2020

<u>GENERAL FUND EXPENSES</u>	VOTED 2018	ACTUAL 2018	VOTED 2019	PROPOSED 2020
SELECT BOARD				
Board member wages	4,000	4,000	4,000	4,000
Admin assist salary	34,312	34,312	34,312	35,273
Admin assist benefits	14,909	2,466	15,900	16,539
Legal expenses	5,000	2,574	5,000	5,000
Insurance	3,400	4,155	4,000	4,200
VLCT dues	2,400		2,400	2,500
Windham Regional dues	2,775	2,738	2,775	2,775
Print Town Report	1,900	1,792	1,900	1,900
Notices	500	384	1,000	1,000
Town Meeting Lunch	0	0	1,000	1,000
SOVEREN Solar	0	5,508	0	0
Misc. expenses	3,050	2,438	2,850	3,050
TAFT MEADOWS	500	0	500	500
ELECTIONS	650	0	1,700	1,200
DELINQUENT TAX COLLECTOR	3,250	13,004	2,200	1,400
LISTERS				
Wages	23,000	14,308	18,000	18,000
Maps	1,000	0	3,500	0
Computer	500	504	1,000	2,000
Computer Software	750	672	1,000	700
Services, licenses, support	2,000	465	2,000	1,200
Misc. expenses	2,750	3,022	2,600	1,475

GENERAL FUND EXPENSES	VOTED 2018	ACTUAL 2018	VOTED 2019	PROPOSED 2020
FINANCE OFFICE				
Outside audit	12,000	12,500	12,500	15,000
Other municipal bookkeeping	8,300	0	8,300	0
Bookkeeper wages	17,630	11,282	17,630	15,000
Tech support	1,000	406	1,000	1,000
Training	200	4,722	3,070	6,000
Treasurer - Tax Collector salary	0	3,609	11,000	0
Salary - Treasurer	2,342	2,342	2,342	2,342
Wages - Tax Collector	5,000	7,261	0	5,000
Treasurer bond	300	1,103	1,125	1,125
Bank fees	2,000	178	2,000	0
Misc. expenses	500	1,236	0	1,000
TOWN CLERK'S OFFICE				
Town Clerk salary	35,415	35,415	35,415	36,407
Assistants wages	4,225	2,795	5,500	5,660
Town Clerk benefits	15,234	14,006	16,200	16,539
Office supplies	1,500	540	1,500	1,500
Equipment expenses	1,000	1,037	2,600	2,000
Records maintenance	0	0	0	0
Misc. expenses	330	160	930	200
PLANNING COMMISSION				
Clerical	800	400	800	0
Town Plan	2,500	406	2,500	1,000
Misc. expenses	1,100	133	1,100	3,400
BOARD OF CIVIL AUTHORITY				
	75	0	75	75
RESCUE				
	34,250	34,250	35,300	35,700
CONSTABLE				
	900	878	1,100	1,100
LAW ENFORCEMENT				
	20,000	14,887	20,000 (Article)	20,000
TOWN HALL				
Janitor's wages	1,800	661	1,800	800
Supplies	2,000	1,004	2,000	1,000
Office expenses	1,500	3,070	1,500	1,500
Insurance	7,000	7,838	8,000	8,000
Lawn care	200	886	0	0
Repair/maintenance	10,000	2,529	10,000	2,500
Fuel - propane	6,000	7,525	6,000	6,000
Telephone	1,500	1,486	1,500	1,500
Misc. expenses	875	5,932	675	675
EMERGENCY MANAGEMENT				
	1,000	1,552	2,500	2,500
FOREST FIRE				
	3,500	0	0	0
POUNDKEEPER				
	300	300	300	300
FIRE HOUSE				
Dues	19,000	18,841	19,500	20,000
Insurance	2,000	2,287	2,300	2,200
Workers Comp	1,500	1,514	1,600	1,600
Repairs/Maintenance	4,000	178	3,000	3,000
Communications	5,000	0	5,000	5,000
Fuel oil	4,000	4,360	5,000	5,000
New equipment	5,000	3,371	11,600	11,600
Balance to reserve fund	0	0	0	0
Misc. expenses	750	808	500	1,050
FIRE VEHICLES				
Supplies	1,400	522	1,400	1,400
Insurance	4,600	4,666	4,700	4,600
Repairs	6,000	10,065	7,000	8,900
New Equipment	3,000	5,705	3,000	2,700
Balance to reserve fund	0	0	0	0

<u>GENERAL FUND EXPENSES</u>	VOTED 2018	ACTUAL 2018	VOTED 2019	PROPOSED 2020
PUBLIC WORKS				
Wages- sidewalk plowing	500	919	500	0
Municipal electric	10,300	3,412	10,300	11,100
Streetlights	0	1,226	0	0
TOWN GARAGE				
Supplies	1,000	58	200	0
Insurance	4,000	4,815	4,000	5,000
Repairs/Maintenance	5,000	51	200	1,500
Electricity	0	0	0	0
Fuel - propane	4,000	5,691	4,500	4,500
Misc. expenses	800	763	800	800
WASTE MANAGEMENT				
WSWMD Assessment	14,225	14,433	10,750	9,000
Recycling contract	16,000	11,060	16,000	12,000
Attendant wages	12,300	12,884	12,000	12,400
Tipping fees	15,000	20,176	15,000	20,000
Compactor	925	5,431	925	3,175
COMMON				
Mowing wages	600	0	0	0
Lawn care	1,000	0	1,000	1,000
Tree care	1,000	0	3,000	3,000
Misc. expenses	750	218	500	500
RECREATION	300	0	300	200
EMPLOYER'S EXPENSES				
FICA	12,000	10,472	12,000	12,000
Unemployment	400	175	400	300
Workers Comp	2,000	0	2,000	1,000
Misc. expenses	0	26	0	0
OTHER EXPENSES				
Bond principal	40,000	40,000	40,000	40,000
Bond interest	25,000	17,825	25,000	20,000
Windham County tax	12,500	11,664	12,500	12,000
Misc. expenses	300	534	300	300
BCTV Support	0	0	0	1,000
TOTAL EXPENSES	544,435	587,610	537,482	536,360

TOWN OF TOWNSHEND HIGHWAY FUND 2018 - 2019 and 2020

<u>HIGHWAY FUND REVENUES</u>	VOTED 2018	ACTUAL 2018	VOTED 2019	PROPOSED 2020
PROPERTY TAXES	333,802	179,290	283,926	366,550
STATE HIGHWAY PROGRAM	109,000	111,825	109,000	110,000
OTHER REVENUE				
Plow other towns	3,000	6,400	3,000	3,000
Misc. receipts	0	4,250	0	0
Transfer from	0	0	0	0
reserves Equipment	0	48	0	0
fund interest				
TOTAL REVENUES	445,802	301,766	395,926	479,550
<u>HIGHWAY FUND EXPENSES</u>	VOTED 2018	ACTUAL 2018	VOTED 2019	PROPOSED 2020
GENERAL MAINTENANCE				
Wages	148,000	152,325	148,000	200,000
Materials and supplies	110,000	105,675	100,000	100,000
Roadsigns	0	216	1,000	500
Hired services	7,500	15,308	15,000	10,000
MRGP FEE	0	0	0	2,000
RETREATMENT	100,000	76,490	80,000	25,000
GRAVEL CRUSHING	0	0	35,000	35,000
Gravel crushing to reserve	25,000	0	0	0
FOGLINE apply to reserve	0	0	0	0
SPECIAL PROJECTS	0	70,900	0	0
Special project funds to reserve	0	0	0	0
ANCILLARY EXPENSES				
Liability insurance	3,700	4,366	4,400	4,500
Uniforms	3,500	3,584	3,200	4,500
Misc. expenses	450	266	300	250
EMPLOYER EXPENSES				
FICA	11,500	11,390	11,500	12,500
Unemployment	1,250	215	1,250	1,250
Health Insurance	12,502	11,655	13,465	54,820
Retirement	8,000	8,378	8,000	11,500
Workers Comp	12,000	13,969	14,000	15,000
Other insurance	2,150	1,907	1,900	2,000
Misc. expenses	300	100	300	400
TOTAL EXPENDITURES	445,802	476,742	437,665	479,550

<u>EQUIPMENT FUND EXPENSES</u>	VOTED 2018	ACTUAL 2018	VOTED 2019	PROPOSED 2020
JOHN DEERE 410 BACKHOE	4,200	1,993	3,200	3,000
TRUCK #3 2015 INTERNATIONAL	4,000	6,232	2,500	4,000
TRUCK #8 2007 STERLING	2,500	633	Sold	
TRUCK #9 2011 INTERNATIONAL	7,000	15,219	7,000	6,000
TRUCK #1 2012 FREIGHTLINER	6,000	12,123	3,000	6,000
TRUCK #2 2012 FORD 550	3,000	6,655	3,000	1,000
MISC. EQUIPMENT	1,500	1,312	1,000	1,000
JOHN DEERE 555 TRACTOR	1,500	636	1,500	0
KUBOTA B2610 TRACTOR				500
JOHN DEERE 544 LOADER	12,500	4,487	1,000	0
JOHN DEERE 524 LOADER				500
JOHN DEERE 772 GRADER	10,000	3,069	5,000	5,000
ALL EQUIPMENT				
Supplies	2,000	8,590	2,000	2,500
Diesel	20,000	35,524	22,000	25,000
Gasoline	125	70	125	125
Insurance	7,500	8,253	7,500	8,500
OTHER EQUIPMENT EXPENSE				
Purchases	0	1,006	0	2,000
Grader fund to reserve	0	0	50,000	0
Principal payments	14,000	14,000	8,000	0
Interest payments	440	440	200	0
Misc. expenses	1,800	490	400	0
TOTAL EXPENDITURES	98,065	120,732	117,425	65,125

EQUIPMENT LOANS

On June 30, 2019, the final payment of \$8,160.00 will be made on the 2015 International truck.

RESERVE FUNDS

	06/30/17	06/30/18
Common Fund	5,735.63	5,741.38
Equipment Fund	29,768.77	44,156.29
Sidewalk Fund	6,773.65	6,787.20
Fire Truck CD	135,600.44	223,926.72
Fire Truck MM	77,728.31	CLOSED
Fire Equipment	9,630.83	0.00
Fire Pond	9,989.00	9,232.49
Fog Line	2,775.00	2,775.00
Special Projects	94,100.00	0.00
Stone Arch Bridge	5,000.00	3,500.00
Sewer Fund	40,781.95	40,924.54
Mosley Fund	61,775.28	61,898.94
PILOT/RDAG MM	77,434.46	77,589.47
Records Reserve	22,713.82	25,112.82
Infrastructure	15,846.35	15,846.35
Reappraisal	113,136.53	122,556.71
Lister Education	3,110.00	3,171.00
Planning Commission	6,904.88	6,904.88

2017-2018 Department of Public Works Report

My name is Steven Frisk and I am proud to introduce Townshend's new Department of Public Works. I have lived in Townshend since 1986 and have been given the privilege of supervising a team consisting of Robbie Germon, Bill Roberts, and Jeremy Zumbroski, each of whom brings an extensive understanding of infrastructure maintenance and years of experience in truck and heavy equipment operation and repair. This new crew has been busy learning the roads and accessing municipal conditions in an effort to continue providing the high level of service we have all grown accustomed to receiving.

I would like to personally thank former Highway Department foreman, Kurt Bostrom, with Ed Smith, and Robert LeCours for their many years of dedication to our town. And I wish to thank the public for its continued support as we transition through the winter season and endeavor to better serve Townshend in the future.

Please, stop by or call me at the Townshend Highway Garage at 365-4260 with any questions or concerns.

DELINQUENT TAX COLLECTOR 2017-2018 REPORT

After receiving the warrant in June of 2018 for \$134,454.58, the total in delinquent taxes owed to the Town of Townshend was \$136,469.24. Prior to receiving the warrant, the total due for delinquent taxes was \$31,497.67. I held a tax sale on May 25, 2018 in which I attempted to auction off one property, but there was no one interested in purchasing it. I am currently in the process of another tax sale.

The tax sale that I am working on right now consists of six properties and about \$7,500 in delinquent taxes. The tax sale date has not been scheduled yet, but will be in the spring of 2019. The struggle remains with deceased property owners with delinquent taxes where there is no estate or death certificate on file, which are needed to enter the properties into probate court. Another stumbling block is properties that have IRS liens on them, as they are not attractive to potential buyers. I currently have three properties that account for \$26,507.47 in delinquent taxes which the select board has advised me to hold off on pursuing to avoid up front legal fees. The remaining dollars on my list are under monthly payment arrangements with me to pay their balances off within 12 months.

I do my best to work with everyone as much as I can while sticking to my policy that I implemented when I began collecting delinquent taxes. I would be happy to serve the Town in this position for another year.

*Note - All of the figures mentioned above are principal only and do not include interest and penalty.

BECKY REILLY

	<u>7/1/2017</u>	<u>Collected</u>	<u>Adjusted</u>	<u>6/30/2018</u>
2010-2011	2,137.95	335.95		1,802.00
2011-2012	2,102.17			2,102.17
2012-2013	2,131.53	77.62		2,053.91
2013-2014	1,901.47	288.15		1,613.32
2014-2015	4,080.03	667.34	27.01	3,385.68
2015-2016	15,004.33	8,349.83	251.48	6,403.02
2016-2017	114,495.41	100,919.98	88.84	13,486.59
2017-2018*	134,454.58	26,077.94	2681.92	<u>105,694.72</u>
	276,307.47			136,541.41

***Warrant** **6/15/2018** **134,454.58**

Amounts from 2016-2017 Annual Report

2017-2018 Delinquent Tax Report (Tax Only)

<u>2017-2018</u>	<u>2016-2017</u>	<u>Previous Years</u>	<u>2017- 2018</u>	<u>2016-2017</u>	<u>Previous Years</u>
\$3,753.35	\$140.98				88.34
\$397.16			\$264.76	47.99	
	\$363.36		\$999.38		
\$620.88			\$4,745.51		
\$11.87			\$2,280.29	310.96	
\$546.30			\$76.45		
\$1,857.57	\$368.31				\$46.53
\$117.46	118.15	\$125.71	\$594.77		
\$117.46			\$920.32		
\$3,870.70	\$3,763.26	\$5,898.05	\$178.99	\$177.22	
\$748.78			\$156.62	171.68	\$129.54
\$18.60			\$126.79		
\$377.02			\$1,914.84		
\$2,336.22			\$3,460.63		
\$104.92			\$124.92	\$123.69	
\$369.17					55.01
		\$390.20	\$2,652.74		
\$1,480.12			\$2,285.88		
\$221.87	\$219.67	\$1,025.56	\$1,394.09		
\$1,200.74					
\$72.72	\$71.99				
\$1,146.67	\$1,135.29	\$9,253.60			
\$14,593.44	\$3,944.69				
	562.61				
\$123.06					
\$223.74					
\$3,202.55					
\$186.45					
\$346.80	\$342.12				
			0.00		
			\$45,472.13	\$1,624.62	\$180.83
			<u>472.24</u>	<u>0.00</u>	<u>0.00</u>
			\$105,222.49	\$13,486.59	\$17,832.33
				TOTAL	\$136,541.41
			<i>Collected in full before report printed</i>		
			* <i>usted after 6/30/18</i>		

LIBRARY FUND

	VOTED	ACTUAL	VOTED	PROPOSED
	2018	2018	2019	2020
<u>TOWN APPROPRIATION</u>	47,400	47,400	51,050	52,345
<u>LIBRARY FUND EXPENSES</u>				
PAYROLL EXPENSES				
Librarian	22,550	22,550	26,500	27,295
Assistants	8,000	7,162	8,000	8,000
Custodian	1,500	1,348	1,500	1,500
FICA	2,200	2,099	2,400	2,400
Insurance	2,000	1,447	2,200	2,200
OPERATIONAL EXPENSES				
Supplies	1,700	677	1,500	1,300
Postage	850	563	1,000	1,200
Snow Removal	600	700	700	800
Maintenance	3,000	4,979	3,000	3,000
Travel/Meetings	700	376	600	600
Electricity	0	0	0	500
Fuel Oil	2,500	3,107	1,800	1,800
Telephone	650	490	650	650
Website	150	132	200	200
Equipment	1,000	17	1,000	900
TOTAL EXPENDITURES	47,400	45,647	51,050	52,345

Townshend Public Library Board of Trustees 2017-2018

Our library is looking good after having a "face-lift" this summer! The front steps were leveled. We have a bright new sign displaying our hours and our book drop box has a fresh coat of paint, thanks to Ken Hoffman. Our next concern is getting the parking lot resurfaced so our handicap access is safer as well.

The Friends of the Library again had a successful book sale. However, they are a small group and would really welcome new members.

The library is lucky to have dedicated librarians, as well as volunteers which make it a warm and welcoming place. The trustees are always looking for ideas about how to grow and better meet the needs of our community. Let us know if you have ideas!

Townshend Library Board of Trustees
Margaret Bills, Marjorie Holt, Pat Lassoff, Ann Allbee, Marilee Attley

LIBRARY TRUSTEES FINANCES

	VOTED	ACTUAL	VOTED	PROPOSED
	2018	2018	2019	2020
<u>LIBRARY TRUSTEES EXPENSES</u>				
Supplies	1,000	690	1,000	1,000
Audio Visual	1,100	1,103	1,800	1,800
Subscriptions	700	623	700	700
Programs	2,000	893	2,000	2,000
Fundraiser	300	149	600	700
Professional Expenses	400	304	400	400
Books	9,000	8,175	9,000	9,000
Performances	500	629	500	500
EE Gifts	300	331	350	400
Tech	1,000	587	1,200	1,200
Newsletter	200	0	200	0
Miscellaneous	200	142	200	200
TOTAL TRUSTEES EXPENDITURES	16,700	13,626	17,950	17,950

FY 19 Wages and Salaries

Cemetery	
Michael Cutts	833
Charles Marchant	1,082
Russell Petronic	82
Domenick Schmidt	453
Delinquent Tax Collector	
Becky Reilly	9,292
Finance Office	
Elaine Hill	11,283
Highway Department	
Kurt Bostrom	58,371
Bob LeCours	43,554
Ed Smith	50,400
Library	
Jennifer Clary	1,890
Elizabeth Etman	1,595
Karen LaRue	22,550
Laura Richardson	1,348
Loise Sirois	2,049
Donna Trumbull	1,628
Listers	
Stanley Bills	8,551
Helen Holt	88
Eugene Kuch	1,411
Richard Lucier	4,260
Planning Commission	
Craig Hunt (clerk)	400
Sidewalk and Lawn Maintenance	
Michael Finegan	886
Bryan White	919
Select Board	
Kathleen Hege	900
William Bissonnette	775
Steve Frisk	775
Irvin Stowell	775
Robert Wright	775
Craig Hunt (assistant)	33,312
Town Clerk	
Anita Bean	35,639
Kathleen Hege	31
Richard Jackson	639
Eleanor LeMire	105
Kurt Tietz	2,332
Town Hall Maintenance	
Anita Bean	662
Transfer Station Attendant	
Arnold Cole	12,884
Treasurer/Tax Collector	
Joe Daigneault	13,457

Townshend Cemetery Commission Annual Report 2018

Our cemeteries continue to have tree issues, where trees or parts of them are falling into a cemetery and causing damage. Recently a large white pine tree was removed by the town near the Wiswell Cemetery. The Commission thanks the Select Board for taking care of this large tree. Land owners adjacent to cemeteries should be aware of the potential tree danger. Once warned, land owners can be held responsible for any tree damage their trees cause.

There continues to be work on the Brigham/Bixby cemetery fence. Our thanks go to Lester Dunklee for his help with the fence rod repairs. Charlie Marchant and Bruce Bills have been working on restoring the fence.

Our maintenance people this year were, Ethan Cutts for Oakwood and Maple Grove, Delano & Domenick Schmidt for Acton & Wiswell, and Russell Petronic for Round Hill. The other cemeteries were maintained by members of the Cemetery Commission. Thanks to all who helped, there were a number of favorable comments on how they looked.

Most people don't know there are 19 known public and private cemeteries in Townshend. If anyone wants a tour of them contact the Commission. Private cemeteries are legal in Vermont. To establish one, you must follow Vermont Statutes. The Townshend Cemetery Commission requires burial permits for casket and cremation burials. Once a cemetery is established, the Cemetery Commission inspects them annually to see that the Vermont Statutes are being followed.

The Cemetery Commission is actively seeking deeded rights of ways to cemeteries that the town has inherited over the years but don't have a defined access route to them. We thank Ritchie Carusona and Rob and Kristie Faulkner for their help in establishing the route to the Fletcher Cemetery. We also thank Carole Melis for her help have the paperwork drawn up and filed.

The Commission maintains a box at the Town Office. If anyone has cemetery related question, you can leave a note in the box, or contact the Secretary of the Commission, Charles E. Marchant.

CEMETERY FUNDS

<u>REVENUES</u>	<u>2018 ACTUAL</u>	<u>EXPENSES</u>	<u>2018 ACTUAL</u>
Town appropriation	1,750	Wages	2,778
Interest	460	Oakwood contract expense	3,075
Annual Care	367	FICA	124
Perpetual Care	525	Insurance	146
Lot sales	400	Postage	0
Fees	400	Deed fees	80
Grace Cottage Field	750	Maintenance / repairs	105
Lease Misc. revenue	700	Electricity	133
		Use of equipment	209
		Supplies	125
		Mileage	185
TOTAL REVENUES	5,193	TOTAL EXPENSES	6,960

SOCIAL SERVICES – FY 2020

American Red Cross of Vermont and NH Upper Valley Region provides planning preparedness and emergency disaster relief.

2019 appropriation: \$500 2020 request: \$500 2020 recommendation: \$500

Brattleboro Area Hospice, Inc. provides non-medical, volunteer-staffed programs for dying and grieving community members. One hundred percent locally-funded, Hospice provides assistance to increase understanding and cope with death and dying.

2019 appropriation: \$300 2020 request: \$300 2020 recommendation: \$300

The Current (operated by the Connecticut River Transit, Inc.) provides transportation for the elderly, the disabled and children and families who receive Medicaid.

2019 appropriation: \$750 2020 request: \$750 2020 recommendation: \$750

Gerda's Equine Rescue, (West Townshend) rescues, rehabilitates and re-homes mainly slaughter-bound horses and hopes to be a resource to local towns and animals in need.

2019 appropriation \$100 2020 request: \$100 2020 recommendation: \$0

Green Mountain Retired Senior Volunteer Program (RSVP) supports and develops programs for seniors who wish to volunteer within the community.

2019 appropriation: \$275 2020 request: \$275 2020 recommendation: \$275

Green Up Vermont sponsors Vermont's annual tradition of cleaning up the landscape every spring and provides educational materials to the schools. Support from Vermont cities and towns is an essential part of the group's annual budget.

2019 appropriation: \$100 2020 request: \$100 2020 recommendation: \$100

Groundworks Collaborative is a merger of the Brattleboro Area Drop-In Center and Morningside Shelter, providing emergency food, housing and case management services.

2019 appropriation \$1,200 2020 Request \$1,200 2020 recommendation: \$600

Health Care and Rehabilitation Services provides a range of community-based services, including client advocacy and public education.

2019 appropriation: \$1,100 2020 request: \$1,100 2020 recommendation: \$550

Newbrook Fire and Rescue provides fire protection and rescue service to Townshend residents.

2019 appropriation: \$2,500 2020 request: \$1,500 2020 recommendation: \$2,500

Senior Solutions Southeastern VT supports aging seniors in Townshend with information and assistance, senior nutrition programs, transportation, case management and care-giver respite.

2019 appropriation: \$750 2020 request: \$750 2020 recommendation: \$750

Southern Vermont Community Action, Inc. (SEVCA) is a community based, non-profit organization providing weatherization, emergency heating repair, tax preparation services, thrift store vouchers and fuel assistance.

2019 appropriation: \$1,500 2020 request: \$1,500 2020 recommendation: \$0

Southeastern Vermont Economic Development Strategies (SeVEDS) seeks support for implementing "our region's comprehensive Economic Development Strategies (CEDS) to grow the region's economy"
2019 appropriation: \$ 0 2020 request: \$3,696 2020 recommendation: \$0

Southeastern Vermont Watershed Alliance monitors and documents the health of local rivers to identify potential areas of concern in an effort to meet the goals of the Clean Water Act
2019 appropriation: \$260 2020 request: \$260 2020 recommendation: \$0

Southern Vermont Therapeutic Riding Center serves 21 clients from Southern Vermont including some from Townshend. The center's mission is, "to enrich, educate and expand the lives of individuals with special needs through Equine Assisted Activities and Therapies (EAAT)"
2019 appropriation: \$250 2020 request \$500 2020 recommendation: \$250

Townshend Community Food Shelf, housed in the Townshend Community Church, provides food to those in need.
2018 appropriation: \$700 2020 request: \$700 2020 recommendation: \$1,000

Vermont Center For Independent Living is a statewide non-profit organization dedicated to improving the quality of life for people with disabilities.
2019 appropriation: \$255 2019 request: \$255 2020 recommendation: \$255

Vermont Rural Fire Protection Task Force is a statewide organization that helps Vermont communities enhance fire suppression resources by developing rural water supply systems.
2019 appropriation: \$100 2020 request: \$100 2020 recommendation: \$100

Visiting Nurse Association & Hospice of VT and NH makes homecare visits to Townshend residents.
2019 appropriation: \$2,700 2020 request: \$2,790 2020 recommendation: \$2,790

Windham County Humane Society is a non-profit serving all residents of Windham County towns. Its mission is to "ensure the safety and well-being of animals as well as enhancing the relationship between individuals and pets through adoption, education, advocacy, compassion and promotion of animal welfare"
2019 appropriation: \$250 2020 request: \$500 2020 recommendation: \$0

Women's Freedom Center works to end physical, sexual and emotional violence against the women and children of Windham County.
2019 appropriation: \$1,200 2020 request: \$1,200 2020 recommendation: \$1,200

Youth Services coordinates the Big Brother/Big Sister program, provides in-home parent education and support and a 24/7 crisis hot-line.
2019 appropriation: \$1,540 2020 request: \$1,540 2020 recommendation: \$1,540

Appropriations: \$16,330 Requests: \$19,616 Recommendations: \$13,460

The agency requests may be reviewed in the Town Clerk's office.

Townshend Volunteer Fire Department Annual Report for 2018

This year the department has been emphasizing training. We are part of a group called the West River Training Group. The group meets once a month and concentrates on a particular area of training. Examples are ladders, water rescue, pump operation, chimney fires, etc. Besides the practice, this work enables our members to work with members of neighboring departments and strengthen our mutual aid system.

In the past year a new dry hydrant was established at the Woodruff pond on Windham Hill Road. We thank the Woodruffs for their help in getting this pond put in. Also thanks to Larry Gould, Mitchell Putnam, & Troy Dare for their good work on the hydrant. We continue to look for additional dry hydrant sites in town. If interested, contact Glen Beattie, Chief.

As we have new members we need new gear, pagers, and portable radios. Our annual fund raising letter mentioned this and we thank all those who contributed to the department. If there is anyone who didn't receive the letter and wants to be on our letter mailing list, contact any member of the department.

You can now follow the Department's activities on Face Book. There is also information about the Department via the display case on the outside wall of the Town Hall. If you haven't put your 911 number on your house or at the end of your driveway, please do so. Please use numbers that are reflective so they can be seen at night.

Down the road the department will need a new engine and ultimately a new station. Committees have been formed to explore the options, come up with designs, and potential costs. We will keep you posted.

It is with sadness we remember some members and former members who died since our last report. Mark Morse was a former chief of the department. Phil Trevorrow was an engineer. T. Hans Russell was the department's past treasurer. All three were life members of the department. Bruce Cutts was a former officer in the department. All four of these were valuable members of the department and they will be missed.

Finally, for information purposes the TFD has a Face Book page and a town hall display to keep everyone posted on what we are doing. Please make sure your smoke and carbon monoxide detectors are in working order. Please put your 911 number where it can be seen at night from the road.

January 22, 2019

It's been another busy year in the Listers office-

After a lot of work by all of us and with help from our assistant, Helen Holt, we finally got the new Tax Maps that have been so urgently needed. They are much more accurate than the 1977 maps we've been forced to use and they'll be updated yearly so they'll stay current.

We'd like to thank the property owners who so graciously allowed us to view their properties. As always we're very grateful to the Town Clerk's office and we'd also like to thank both Camperama and Bald Mountain campgrounds for their continued support.

Homeowners are reminded to file their Homestead Declaration (HS-122) annually.

The public is welcome to stop by our office- we're happy to answer any questions or address concerns

Townshend Listers

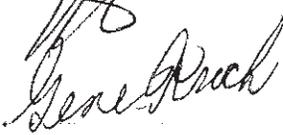
Dick Lucier



Mike Bills



Gene Kuch



Townshend Planning Commission Annual Report 2017 – 2018

This year brought a heightened interest in land use planning and associated regulations prompted by the possible plan to build a new dry goods store in town. The community-wide discussion culminated in a Special Town meeting to vote on if the Town should conduct a town-wide study of zoning. The study was voted down with the voters confirming that they did not want to consider zoning in Townshend at this time.

Several adjoining towns completed new town plans and the Townshend Planning Commission has reviewed the documents to verify that the abutting lands have designations that are consistent with the Townshend town plan. The Planning Commission represented the Town at the VTrans meetings on the Route 30 Corridor Management Plan, which is an evaluation of the land use and transportation related needs along the corridor from Brattleboro north to Route 11.

The Planning Commission continues to work on obtaining the state label of a designated Village Center for the area of Townshend Village. The Village Center Designation will make commercial properties in the village area eligible for state economic development grants. The Planning Commission is also beginning work on developing a revised energy chapter to the Town Plan that will be compliant with Vermont Act 174, which will give the Town Plan “substantial deference” before the Public Utility Commission on the siting of any new energy generation facilities being considered for Townshend. The Commission is also exploring Town Sign Ordinances.

The Planning Commission meets on the second and fourth Wednesday each month at 7:15 p.m. in the Town Hall. The Planning Commission is authorized to have five members, but currently has been working for the last year with one open position.

John Evans, Chair

Bob DeSiervo, Vice Chair

Andy Snelling, Secretary

Brandon Canevari

2018 Librarian's Town Report

After attending a friend's funeral this summer, I was reminded of two things in regards to Townshend. People like to keep to themselves; and when they are needed - people show up. Because of this, the Library plays an important role in the community and it is also a lucky benefactor. Libraries are crucial to helping people stave off isolation and loneliness while staying entertained, engaged, and informed. It is our goal to enrich your lives and broaden your horizons. We did our part and had nearly 6000 people visit the Library this past year. 985 people took part in some of our 98 of programs. This does not include attendees to the variety of meetings that were held in our meeting room or children's space. 7292 items were checked out from our collection of nearly 14,000 items. Our museum and park passes were used 31 times. Our set of snowshoes didn't arrive before most of the snow left last year and it is late in coming this winter; but I think that they will be a popular addition to our collection. We also have a large collection of knitting and yarn books that were thoughtfully given to the Library by Gaila Gulack.

The Library is fortunate to have a great staff, and our volunteers spent approximately 343 hours assisting our cause. That doesn't include our small but dedicated group of Friends and the fabulous bakers who donated generously to their July fundraiser, or our wonderful trustees. We do our best to anticipate your wishes and needs, but if you have any suggestions I would love to hear them.

Respectfully submitted,

Karen LaRue

TOWN CLERK'S REPORT
JANUARY 1, TO DECEMBER 31, 2018

The past year definitely flew by and has not gone without its shares of highs and lows.

I am pleased that our voter registration is still below 1000 so we can continue to hand-count voting ballots and are not going to be forced by the State to buy voting machines as yet. The volunteers who show up election after election to make the process of counting so effortless are greatly appreciated, and I am told they enjoy participating in the process each year. On the down side, the loss of our entire highway crew just before the winter struck left all of us in the Town Office reeling, but the Selectboard found qualified replacements in time.

There are some upcoming changes that I feel the General Public should be made aware of, including new rules for the handling of Vital Records that will be established to bring Vermont in line with best practices to enhance the safety and security of vital records and provide greater protection against identity theft. They will also streamline processes for greater efficiency by clarifying who is responsible for records and how records are to be created, stored, copied and shared. The new rules were developed from recommendations by the Vital Records Study Committee and testimony from a wide variety of stakeholders, including town clerks and members of the public. The new changes go into effect on July 1, 2019. An informational sheet will be available at Town Meeting informing everyone about the new restrictions in hopes of making the process more smooth.

In addition, Act 155 passed in 2017 placing Town Fees on a 3 year cycle for review starting in 2019. Vermont Municipal Clerk and Treasurer Association (VMCTA) is hoping to get the much needed Recording Fee increase, as well as provide a good foundation for Restoration, Preservation and Computerization funds for the land records. The proposed fees include:

- All recorded documents – including PTRs: \$15/page recording fee with \$4/page being put aside in a Restoration, Preservation & Computerization (RPC) Fund.
- Mylars (Maps/Surveys): \$25/sheet recording fee with \$4/sheet being put aside in an (RPC) Fund.
- Increase “Examination of Records by Others” (vault time) to \$4/hour.

These fees need to be approved by the legislature, and are only the suggested fee schedule by VMCTA.

There will also be a requirement to complete, on an annual basis, a “Municipal Recording Analysis Fee Report” and submit it to the VMCTA Fee Review Committee.

There have also been changes made with regard to the qualifications required to be a Notary Public. Depending on the employment role of the Notary, individuals who wish to become a Notary Public may be required to attend a continuing education course, take an exam and pay an application fee. Fortunately for me, as Town Clerk, all those requirements are waived. Unfortunately, getting documents notarized may become more challenging.

I believe that covers the major changes for the time being. But, like anything else, just wait a minute and something else will turn up.

On a more personal note, I lost someone who was very dear to me in November. His death was unexpected and quick. It certainly makes me think about my life and where I am headed. I have started looking at things differently. I am trying very hard to look at the positive and disregard the negative. It's not always easy but when I get discouraged, I remind myself of just how lucky I am to be alive and be surrounded by some wonderful people. We're all going to die, all of us. That alone should make us love each other but it doesn't. We are terrorized and flattened by trivialities. We are eaten up by nothing.

In closing, I again need to thank my assistants, Kathy Hege, Dick Jackson and Kurt Tietz, for their loyalty, help and support throughout a year that was somewhat tumultuous and at times stressful for me. Of course, thanks again to all the residents of the town for their continuing support, for believing in me and giving me the opportunity to serve as Town Clerk for another year.

Anita Bean, Town Clerk

Town Clerk Fees processed as of July 1, 2017 to June 30, 2018

Fiscal 2017/2018

Recording/Filing		\$ 11,850.00
Title Searching w/copies		\$ 2,566.65
Certified Copies (vital records)		\$ 2,340.00
Burial Transits		\$ 105.00
DMV		\$ 216.00
Vermont Fish & Wildlife	Town	\$ 147.00
	State	\$ 2,316.50
Posting Land		\$ 25.00
Marriage/Civil Unions	Town	\$ 60.00
	State	\$ 300.00
Animal Licenses	Town	\$ 1,112.00
	State	\$ 1,135.00
Miscellaneous		\$ 186.70
Green Mountain Passes		\$ 12.00
Town Hall Rental		\$ 1,418.00
Trash Bags		\$ 4,438.00
Liquor/Tobacco Licenses		\$ 370.00
Total:		\$ 28,227.85

LAND TRANSACTIONS – JANUARY 1 – DECEMBER 31, 2018

Total Transfer Returns Filed	Primary Residents
-------------------------------------	--------------------------

2017 – 61	24
2018 – 55	20

WELCOME TO TOWNSHEND (NEW PROPERTY OWNERS)

Tucker Bumps & Olivia Johnson	Casey & Julie Gould
Elizabeth Swenn Martin	Antoinette Kessler & Christopher Clay
Bethany Ramrath	Stephen & Lois Cutting
Cody & Vivian Jeffers	Steven Goguen & Catherine Hegarty
Daniel & Monica Deuse	Mary Cornwell
Douglas & Catherine Divello	Gregor Burriss

ORDINANCES

Health Ordinance
Human Bit by Animal
Solid Waste Disposal
No overnight parking
Wireless Telecommunication Facilities (Cell Towers)
Parking
Designation of Common Road as a One-Way Street

SPEED LIMIT ORDINANCES

Grafton Road (Revised)
Unpaved Town Roads
Local Enforcement on State Highway Speed Limit
Riverdale Road (Revised)
Amendment to Local Enforcement of Speed Limits on a State Highway
Back Windham Road Bridge Speed Limit

LIQUOR/TOBACCO LICENSES

Harmonyville Store	River Bend Farm Market
Windham Hill Inn	Lawrence's Smoke Shop & Country Store
West Townshend Country Store	

SEPTIC APPLICATIONS

Septic Applications must be obtained by the property owner from the State of Vermont when installing or replacing a septic system and/or replacing a tank.

ANIMAL LICENSING

All dogs 6 months or older must be licensed on or before April 1st. An up-to-date Certificate of Vaccination for Rabies is required for licensing. If you are moving or your dog has died, please contact the Town Clerk's office.

Licensing Fees: \$9.00 spayed/neutered \$13.00 not spayed/neutered.

Late Fees: \$2.00 spayed/neutered - \$4.00 not spayed/neutered

The annual **PET VACCINATION CLINIC** will be held March 30, 2019 at the Newbrook Fire House from 10:00 a.m. until 1:00 p.m. Fees are as follows: Rabies \$15.00, Distemper \$25.00, Rabies and Distemper \$35.00

PERMIT TO KINDLE: BURN BRUSH ONLY

Fire Permits for burning must be obtained from the Town Clerk's office. Individuals must notify Keene Mutual Aid prior to burning at 603-352-1291. This Permit does not relieve you from any liability related to damage caused by the fire. Permits can also be obtained from Roger Brown, Fire Warden.

REMINDER: Burning household trash, treated/painted wood and construction materials is against the law.

Townshend Residents - **RESOURCE CENTER - TOWN OFFICE**

Information:	past & present for public review
Certified copies:	birth, marriage, death - \$10.00
Meetings:	times, minutes, posted and warned
Compactor:	rules & regulations, tokens and sticker
Licenses:	civil marriage, animal, VT Fish & Game
Auto:	renewals and State forms
Permits:	driveway access & outside burning
Property:	location, taxes, appraisal, owners name, 911, etc.
Hours:	Monday, Tuesday, Wednesday & Friday 9:00 A.M. to 4:00 P.M. CLOSED – Thursdays and Saturdays

NOTE: IF YOU CHANGE YOUR ADDRESS FOR ANY REASON, PLEASE BE SURE TO NOTIFY THE TOWN CLERK'S OFFICE SO THAT NOTICES/PUBLICATIONS/TAX BILLS CAN GET TO YOU IN A TIMELY MANNER

Townshend Historical Society

Our mission as a historical society is to help preserve documents, artifacts, and places of historic interest. Our work includes documenting local history in order to communicate the historical and cultural story of this area for the purposes of education, entertainment and community spirit.



W. Townshend Stone Arch Bridge in urgent need of repairs. Photo by J Herrick

Vote “Yes” on Article X to Save West Townshend Stone Arch Bridge

Town Meeting, 2019, Article X: To see if the Town will vote to raise \$88,000 by taxation, to be held in a reserve account for the repair of the stone arch bridge on back Windham Road contingent upon the successful award of grant funding.

The cost of repairs to the W. Townshend Bridge is estimated to be \$283,000. The Townshend Historical Society has asked the Select Board to submit an application for a VTrans Small Structures Grant, which could bring as much as \$175,000 to the project. A potential grant from the VT Division of Historic Preservation could bring another \$20,000. **These are both matching grants.** The \$88,000 requested in Article X is a required match for the grants. And, most important, it would prove the Town’s support for the bridges they own, which is key to securing the grants.

Michael Weitzner, Master Stone Mason, completed a “Conditions Assessment” for the West Townshend stone arch bridge in the Spring of 2018. Built by Townshend resident, James Follett in 1910, the bridge has been standing for 108 years. It stands to reason that repairing a stone arch bridge that could last another 100 years –at a cost of \$88,000 to the Town –is a better choice than building an expensive new cement bridge that would only last 60 years at the most.

Weitzner outlined a list of urgent emergency repairs for the bridge. We successfully persuaded the Select Board to complete these before winter to stabilize the bridge until major repairs can be done.

In November, we hosted a public talk on the Townshend Stone Arch Bridges based on the professional and detailed photos from Weitzner’s assessment report. The program is available for viewing via BCTV. The talk was followed by a lively Q&A session where attendees expressed great interest in seeing these bridges preserved for future generations.

We are working to save the historic Follett Stone Arch Bridges because they are monuments to human ingenuity, a source of local pride, as resources for the purpose of attracting tourists to the area, and as practical transportation access for the West Townshend community.

For further information about the vote, please call Charles Marchant (365-7937) or any board member.

Trustees:

Heidi Clawson, Robert DuGrenier, Eileen Fahey, Marge Holt, Charles Marchant, Lee Petty

VITAL STATISTICS

DEATHS

<u>NAME</u>	<u>AGE</u>	<u>DATE</u>	<u>RESIDENCE</u>
STONE, ROSE	89	01/02/18	BRATTLEBORO
FLETCHER, THOMAS	70	01/23/18	JAMAICA
BASHAW, DOREEN	60	01/24/18	ATHENS
FLOOD, SR., DAVID	84	02/08/18	BROOKLINE
LAMB, MARGARITE	80	03/15/18	TOWNSHEND
TREVORROW, PHILIP	68	03/24/18	TOWNSHEND
PRENTICE, SHAWN	36	03/31/18	TOWNSHEND
DOSTAL, ERWIN	91	04/16/18	LONDONDERRY
YOUNG, JR., ROBERT	63	05/18/18	BELLOWS FALLS
LUSKIN, BERNARD	92	07/19/18	BRATTLEBORO
GULACK, GAILA	60	07/21/18	TOWNSHEND
AMEDEN, JOYCE	91	07/21/18	BONDVILLE
SHANNON, MICHAEL	83	08/18/18	JAMAICA
JOHNSON, THELMA	94	08/18/18	TOWNSHEND
CANNON, JOHN	97	08/22/18	GRAFTON
ROSS, MARGARET	83	08/22/18	TOWNSHEND
LANDMAN, LEORA	98	10/18/18	WARDSBORO
HOWE, ERIS	90	10/23/18	WEST TOWNSHEND
SMITH, IRENE	91	11/08/18	TOWNSHEND
SERRICCHIO, THOMAS	79	11/16/18	TOWNSHEND
LAMARCHE, CONNIE	65	11/30/18	JAMAICA
BUTCHER, JOSEPH	78	12/07/18	ATHENS

BIRTHS

<u>NAME OF CHILD</u>	<u>SEX</u>	<u>DATE</u>	<u>NAME OF FATHER</u>	<u>NAME OF MOTHER</u>	<u>RESIDENCE</u>
FARRELL, AUGUSTUS	M	02/20/18	FARRELL, BENJAMIN	FELKER, HALEY	TOWNSHEND
JEFFERS, JACOB TOWNSHEND	M	03/15/18	JEFFERS, JR., TIMOTHY	ROYALS, AMANDA	
SHERMAN, COLTON	M	04/28/18	SHERMAN, DANIEL	SHERMAN, KATELYN -ANN	TOWNSHEND
MUISE-SHELDON, HAZEL	F	07/24/18	SHELDON, SCHUYLER	MUISE, GRACE	TOWNSHEND
SHELDON, HAZEL	F	07/24/17	SHELDON, SCHUYLER	MUSIE, GRACE	TOWNSHEND
PRUE, LOGAN	M	05/28/18	PRUE, SR., MATTHEW	MURANO, STEPHANIE	TOWNSHEND
FLETCHER, GRAYSON	M	06/17/18	FLETCHER, CODY	DOLLOPH, NIKI	TOWNSHEND
SHORROCK, AYLA	F	11/30/18	SHORROCK, ISAIAH	SHORROCK, ERICA	TOWNSHEND
MATYAS, GABRIEL	M	12/12/18	MATYAS, JONATHAN	RUSHFORD, ANN	W. TOWNSHEND

CIVIL MARRIAGES

<u>SPOUSE</u>	<u>RESIDENCE</u>	<u>SPOUSE</u>	<u>RESIDENCE</u>	<u>DATE</u>	<u>PLACE OF MARRIAGE</u>
MACDOUGALL, FRANKLYN	CONNECTICUT	PONTICELLI, KIMBERLEY	CONNECTICUT	05/06/18	TOWNSHEND
JOHNSON, MAXIMILIAN	TOWNSHEND	BONDS, MAUREEN	TOWNSHEND	07/21/18	TOWNSHEND
LOTT, KAILEN	TOWNSHEND	OLSON, LAURA	TOWNSHEND	08/04/18	TOWNSHEND
ADAMS, JR., FRANCIS	WEST TOWNSHEND	GORDON, INGRID	W. TOWNSHEND	08/22/18	WEST TOWNSHEND
FETTIG, DOUGLAS	NEW YORK	GARGANO, GRACE	NEW YORK	09/16/18	WEST TOWNSHEND
FONTAINE, JOSHUA	NEW YORK	TIETZ, MICHAELA	NEW YORK	09/22/18	TOWNSHEND
BRONNER, RICHARD	TOWNSHEND	HARTMANN, MARGARET	TOWNSHEND	10/12/18	NEWFANE
DONAHUE, SAMUEL	MASSACHUSETTS	WOLK, RACHEL	MASSACHUSETTS	10/13/18	W. TOWNSHEND
JEFFERS, JR., TIMOTHY	TOWNSHEND	ROYALS, AMANDA	TOWNSHEND	10/26/18	TOWNSHEND
WEBSTER-BURCH, ZACHERY	TOWNSHEND	HOYT, ELIZABETH	TOWNSHEND	12/28/18	TOWNSHEND
HALLOCK, RYAN	TOWNSHEND	LAZAR, BROOKE	TOWNSHEND	12/23/18	GRAFTON

**ANNUAL TOWN MEETING MINUTES
MARCH 6, 2018**

The legal voters of the Town of Townshend are hereby notified and WARNED to meet at the Town Hall in Townshend, Vermont, on Tuesday, March 6, 2018 at 9:00 a.m. to act on the following articles, viz:

The Assembly recited the Pledge of Allegiance and David Liebow called the meeting to order at 9:06 A.M. Several announcements were made and the location of numerous handouts and surveys was pointed out to the Assembly. The preamble was read and a brief explanation was given of the procedure that would be followed during Town Meeting. He also made mention of the Australian Ballot Vote that was being conducted to elect Directors for the West River Modified Union Education District.

ARTICLE I. To choose a Moderator for the ensuing year:

David Liebow opened nominations for Moderator.

Nominated: David Liebow.

There being no others, nominations were closed and the clerk was instructed to cast one ballot for David Liebow as Moderator for a term of one year. Motion seconded and passed by voice vote.

David Liebow, 1 year term as Moderator

Town Meeting was recessed to reconvene after the Townshend Elementary School District 2018 Annual Meeting:

ARTICLE II. To act upon the July 1, 2016 - June 30, 2017 Independent Auditors' Report:

So moved by Craig Hunt to approve the Independent Auditors' Report, seconded by Kris Kuch.

Following brief discussion, Article II passes by voice vote.

Article II Passed

ARTICLE III. To see what salaries the Town will vote to pay its various officials for the ensuing year:

Town Clerk:	\$ 35,415.00/ yr
Town Treasurer/Tax Collector	\$ 11,500.00/ yr
Select Board: (1) Chair:	\$ 900.00/ yr
(4) Members:	\$ 775.00/ yr
Town Clerk assistants and casual labor:	\$ 14.00/ hr

So moved by Kathy Hege, seconded by Irv Stowell.

Brief discussion regarding the combination of Town Treasurer/Tax Collector.

There being no further discussion, Article III passes by voice vote.

Article III Passed

Motion was made to suspend the rules to allow Emily Long to speak which was passed without objection.

Ms. Long spoke to the assembly regarding education and costs and took questions from the audience. She left at 10:10 A.M.

ARTICLE IV. To elect all Town Officials for the ensuing year(s):

Town Clerk: 1 – one year term: Nominated: Anita Bean

Motion made to close nominations and have the clerk cast one ballot for Anita Bean for a one year term as Town Clerk; seconded and carried by voice vote.

Anita Bean, 1 year term as Town Clerk

Town Treasurer: 1 – one year term: Nominated: Joseph Daigneault

Motion made to close nominations and have the clerk cast one ballot for Joseph Daigneault for a one year term as Town Treasurer; seconded and carried by voice vote.

Joseph Daigneault, 1 year term as Town Treasurer

Select Board: 1 - three year term:

Nominated: **Will Bissonnette Daniel Holt Robert Wright**

Total Votes 112 **Will Bissonnette – Daniel Holt – 14 Robert Wright – 50**
Write-In 47 **Steve Frisk - 1**

No majority –
Revote.

(Charlie Marchant made some brief announcements and thanked Doug Winot and Mike Cutts for their service on the Fire Department and welcomed Glen Beattie and Brian Schmidt.)

Total Votes 111 **Will Bissonnette – Daniel Holt – Robert Wright – 53**
Write-Ins 51 **Steve Frisk – 1 4 Mike Bills – 1**
Blank - 1

No Majority – Revote.

Total Votes 111 **Will Bissonnette – 51 Daniel Holt – 3 Robert Wright – 57**

Robert Wright, 3 year term on Select Board

1 – one year term remaining on a three year term:

Nominated: **Steve Frisk Dan Holt Will Bissonnette**

Total Votes 110 **Steve Frisk – Will Bissonnette – 59 Daniel Holt – 10**
40 Spoiled
Vote – 1

Will Bissonnette, 1 year remaining on a 3 year term on Select Board

1 – one year term:

Nominated: **Steve Frisk** **Dan Holt** **Crystal Mansfield** **Brandon Canevari**

Total Votes – 108 **Steve Frisk – 43** **Dan Holt – 10** **Crystal Mansfield – 41**
Brandon Canevari – 14

No Majority –

Revote. **Total** **Steve Frisk – 50** **Dan Holt – 1** **Crystal Mansfield - 52**
Brandon Canevari –
Votes – 110 **7**

No majority –

Revote **Total** **Steve Frisk – 43** **Dan Holt – 2** **Crystal Mansfield – 64**
Brandon Canevari –
Votes – 110 **0 Blank Vote – 1**

Crystal Mansfield, 1 year term on Select Board

1 – one year

term: **Steve Frisk** **Dan Holt** **Brandon Canevari**

Nominated: **Steve Frisk –** **Dan Holt – 18** **Brandon Canevari –**

Total Votes – **64** **23** **Steve Frisk, 1 year term on Select Board**

105

Listers: **1 - three year term** Nominated: **Mike Bills**

Motion made to close nominations and have the clerk cast one ballot for Mike Bills for a three year term as Lister; seconded and carried by voice vote.

Mike Bills, 3 year term as Lister

Delinquent Tax Collector: **1 – one year term:** Nominated: **Becky Reilly**

Motion made to close nominations and have the clerk cast one ballot for Becky Reilly for a one year term as Delinquent Tax Collector; seconded and carried by voice vote.

Becky Reilly, 1 year term as Delinquent Tax

First Constable: **Collector** **1 – one year term:** Nominated: **Warren Beattie**

Motion made to close nominations and have the clerk to cast one ballot for Warren Beattie for a one year term as First Constable; seconded and carried by voice vote.

Warren Beattie, 1 year term as First

Second Constable: 1 – one year term: **Constable** Nominated: Michael Cutts

Motion made to close nominations and have the clerk to cast one ballot for Mike Cutts for a one year term as Second Constable; seconded and carried by voice vote.

Michael Cutts, 1 year term as Second Constable

Town Grand Juror: 1 – one year term: Nominated: Margaret Bills

Motion made to close nominations and have the clerk to cast one ballot for Margaret Bills for a one year term as Town Grand Juror; seconded and carried by voice vote.

Margaret Bills, 1 year term as Town Grand Juror

Town Agent: 1 – one year term: Nominated: Carole Melis

Motion made to close nominations and have the clerk to cast one ballot for Carole Melis for a one year term as Town Agent; seconded and carried by voice vote.

Carole Melis, 1 year term as Town

Library Trustees: 1 – five year term: **Agent** Nominated: Patricia Lassoff

Motion made to close nominations and have the clerk to cast one ballot for Patricia Lassoff for a five year term as Library Trustee; seconded and carried by voice vote.

Patricia Lassoff, 5 year term as Library Trustee

Cemetery Commissioner: 1 – five year term: Nominated: Carly Sanderson

Motion made to close nominations and have the clerk to cast one ballot for Carly Sanderson for a five year term as Cemetery Commissioner; seconded and carried by voice vote.

Carly Sanderson, 5 year term as Cemetery Commissioner

ARTICLE V. To see if the Town will authorize the Selectmen to set a tax rate sufficient to cover all monies raised for municipal entities for the period July 1, 2018 through June 30, 2019, and to borrow money in anticipation of taxes?

So moved by Craig Hunt and seconded by Will

Bissonnette. There being no discussion, Article V

Article V. Passed

passes by voice vote.

ARTICLE VI. To see if the Town will authorize its Property Tax Collector to receive its Real Property Taxes quarterly, August 31, 2018; November 30, 2018; February 27, 2019; and May 31, 2019? Monthly interest will be charged at the rate of one-half percent (1/2%) or fraction thereof; interest of one percent (1%) or fraction thereof plus penalties will commence on July 1, 2019.

Motion made by Kathy Hege and seconded by Will Bissonnette "To see if the Town will authorize its Treasurer/Property Tax Collector to receive its Real Property Taxes quarterly, August 31, 2018; November 30, 2018; February 27, 2019; and May 31, 2019? Monthly interest will be charged at the rate of one-half percent (1/2%) or fraction thereof; interest of one percent (1%) or fraction thereof plus penalties will commence on **June 1, 2019.**"

Following brief discussion, Article VI passes by voice vote.

Article VI. Passed

Motion to recess for lunch made by Kathy Hege, seconded by Will Bissonnette. Hand vote – ayes have it.

Town Meeting Reconvened at 1:00 P.M.

ARTICLE VII. Will the town vote to take advantage of the provisions of chapter 37 of Title 24 of the Vermont Statutes Annotated and authorize the Select Board to employ a town manager, and, if so, at what level of compensation to be raised by taxation?

Joanna Snelling made a motion to have the town take advantage of the provisions of chapter 37 of Title 24 of the Vermont Statutes Annotated and authorize the Select Board to employ a town manager at a pay rate of \$75,000.00 per year plus benefits to be raised by taxation and to instruct the Select Board to utilize the Vermont League of Cities and towns to help in the job search for Town Manager; seconded by Phil Moriarty.

Discussion: Town Manager position would probably be for 3 years. The cost of firing a Town Manager if there unresolvable conflict would be expensive. Would certain positions be eliminated. Administrative Assistant would be retained for a period of time.

Motion to Amend was made by Bob DeSiervo and seconded by Hedy Harris to have a range not to exceed \$80,000.00 plus benefits as compensation for a Town Manager and in addition have the Select Board appoint a group of citizens to aide in the search.

Continued discussion as to what positions a Town Manager could take over.

No further discussion on the Amendment. Motion to Amend passed by voice vote.

Motion to have the town take advantage of the provisions of chapter 37 of Title 24 of the Vermont Statutes Annotated and authorize the Select Board to employ a town manager at a compensation Level not to exceed \$80,000.00 per year plus benefits to be raised by taxation and to instruct the SB to utilize the Vermont League of Cities and towns to help in the job search for Town Manager as well as appoint a group of citizens to assist the SB in the search for a Town Manager.

Motion to call the question made by Dale Davis and seconded.

Request for paper ballot.

Total Votes - 87 Yes - 69 No – 18

Request to call the question passed.

Main Motion: "To have the town take advantage of the provisions of chapter 37 of Title 24 of the Vermont Statutes Annotated and authorize the Select Board to employ a town manager at a compensation Level not to exceed \$80,000.00 per year plus benefits to be raised by taxation and to instruct the Select Board to utilize the Vermont League of Cities and Towns to help in the job search for Town Manager as well as appointing a group of citizens to assist the Select Board in the search for a Town Manager.

Request for Paper

Ballot **Total Votes** - 87 **Yes** - 26 **No** - 61

Article VII. Fails

ARTICLE VIII. To see if the Town will vote to appropriate \$537,482.00, to pay for the running expenses and liabilities of the Town of which \$411,928.00 to be raised in taxes?

Motion made by Kathy Hege and seconded by Craig "To see if the Town will vote to appropriate \$537,482.00, to pay for the running expenses and liabilities of the Town of which \$412,227.00 to be raised in taxes?

Following brief discussion, Article VIII passes by voice vote.

Article VIII. Passed

ARTICLE IX. To see if the Town will vote to appropriate \$555,090.00, for the running expenses and liabilities of maintaining the Town's roads of which \$401,546.00 to be raised in taxes?

Motion made by Kathy Hege and seconded by Will Bissonnette "To see if the Town will vote to appropriate \$555,090.00, for the running expenses and liabilities of maintaining the Town's roads of which \$401,351.00 to be raised in taxes?

Following brief discussion, Article IX passes by voice vote.

Article IX. Passed

ARTICLE X. To see if the Town will vote to raise funds, by taxation, for the purchase of a new Highway Department pick-up truck, and, if so, how much?

Motion made by Kurt Bostrom to purchase an F550 or equivalent truck, with equipment, for a price of \$75,000.00 to \$80,000.00; seconded by Kris Kuch.

Moderator stated that the motion is not germane.

Dale Davis challenged the Moderator.

Mr. Bostrom explained what the main intent was in this Article.

A vote to sustain the Moderator's decision fails by voice vote.

Discussion ensued.

An Amendment was made by Craig Hunt and seconded by Gene Kuch to change the language to "not to exceed \$80,000.00" passed by voice vote.

There being no further discussion. Article X, as amended, passes by voice vote.

Article X. Passed

ARTICLE XI. To see if the Town will vote to raise funds by taxation to contract for law enforcement services, and, if so, how much?

Motion made by Craig Hunt and seconded by Gene Kuch To see if the Town will vote to raise funds by taxation to contract for law enforcement services in the amount of \$20,000.00?

Discussion: Hours of patrol - Sheriff 32 hours per month - State Police 25 hours per month.

Select Board would make the decision as to which provider the town would contract with.

Sheriff's department covers basic traffic stops. Does not get involved with domestic problems, thefts, drug issues, etc...

What would a contract include?

Motion made to suspend the rules to allow the sheriff to speak. Passes by hand vote.

The sheriff answered questions regarding services they provide. He stated that it depends on how much the town wants to spend.

Other issues: Are we safe? Do we have enough protection? Does it meet the town's needs? Do we need more coverage to keep our town safe?

The cost for a full-time deputy would be \$70,000.00; a single part time deputy \$47,000.00 per year.

Motion made to suspend the rules to allow the new CEO, Douglas DiVello, of Grace Cottage Hospital to speak.

Spoke to the hospital's capability to obtain their own law enforcement coverage.

Explained that it would be costly for the hospital. Having law enforcement would benefit the town and the whole community including the hospital and schools.

Motion to Amend made by Dale West and seconded by Crystal Mansfield to authorize the Select Board to contract for Law Enforcement not to exceed \$50,000.00.

Craig Hunt moved to call the question.

Vote on Amendment to authorize the Select Board to contract for Law Enforcement not to exceed \$50,000.00 failed by voice vote.

No further discussion. Request for Paper Ballot on Main Motion.

Total Votes - 65 Yes - 48 No - 17

Article XI. Passed

ARTICLE XII. To see if the Town will vote to raise \$51,050.00, by taxation, for the running expenses and liabilities of the Library?

So moved by Craig Hunt and seconded by Gene

Kuch. There being no discussion, Article XII passes

Article XII. Passed

by voice vote.

ARTICLE XIII. To see if the Town will vote to raise \$10,000.00, by taxation, to be placed in the Capital Expenditure Fund Fire Department Reserve toward a future pumper?

So moved by Irv Stowell and seconded by Will

Bissonnette. There being no discussion, Article XIII

Article XIII. Passed

passes by voice vote.

ARTICLE XIV. To see if the Town will vote to raise \$1,750.00, by taxation for the Old Cemetery Fund?

So moved by Irv Stowell and seconded by Will

Bissonnette. There being no discussion, Article XIV

Article XIV. Passed

passes by voice vote.

ARTICLE XV. To see if the Town will vote to raise \$17,106.00, by taxation, for the support of Social Services, as recommended by the Screening Committee?

So moved by Craig Hunt and seconded by Kris Kuch.

Following brief discussion, Article XV passes by voice

Article XV. Passed

vote.

ARTICLE XVI. To see if the Town will authorize the Board of Selectmen to acquire, by gift or purchase, land for municipal forest, to promote reforestation, water conservation and good forestry practices?

So moved by Irv Stowell and seconded by Will

Bissonnette. Following brief discussion, Article XVI

Article XVI. Passed

passes by voice vote.

ARTICLE XVII. To see if the Town will vote to set the first Tuesday in March 2019, as the date for the 2019 Town of Townshend Annual Meeting?

So moved by Irv Stowell and seconded by Will

Bissonnette.

There being no discussion, Article XVII passes by voice vote.

Article XVII. Passed

ARTICLE XVIII. To transact any other non-binding business to properly come before said Meeting?

Thanked the Select Board for all their hard work.

Thanked Irv Stowell for his many years of service on the Select Board.

Thanked the moderator for a job well done.

There being no further discussion, Irv Stowell made a motion to adjourn at 3:45 P.M.

Seconded by Will Bissonnette and unanimously carried.

Anita Bean, Town Clerk

Kathleen Hege, Select Board Chair

David Liebow, Moderator



West River Community Project/West Townshend Country
 Store 6573 Vermont Rt. 30 West Townshend, VT 05359
 (802) 874-4800 www.WestTownshend.org

We are a non-profit center dedicated to promoting local agricultural, economic and social activities.

The West River Community Project grew out of our community's efforts to keep the West Townshend post office open at a time when the building's owner was set to close it. Fast forward eleven years, and once again, our post office was on the brink of closing as Kelly Millett wanted to retire and there was no one in place to take over the contract. We are pleased to announce that the WRCP has signed a one-year contract with the USPS and thus ensured the preservation of the West Townshend post office for another year. FYI, a contract post office is a supplier-leased site that is subject to USPS oversight and their determination that a community needs an access point. We urge you to continue to support WRCP's efforts by purchasing stamps, sending packages, and/or renting a post office box - every purchase made at the West Townshend post office will help to ensure its continued existence!

Over the past several years, the WRCP has become a thriving hub of our community in its home in the historic West Townshend Country store in the heart of West Townshend. As you may know, we operate a small café using fresh, local ingredients, a tiny grocery that sells locally produced goods, and a thrift shop offering top quality clothing and household goods for very low prices. We also host the Townshend Farmer's Market, and our ever-popular "pizza night" on Fridays brings together a wide variety of people to socialize, eat wood-fired pizza and listen to live music. We operate a state-licensed commercial processing kitchen to incubate small local businesses, work together with local schools and actively collaborate with other non-profit organizations.

And now we are ready to serve our community even more, especially the ones among us who really need it.

The WRCP is transitioning to a donation-based cafe, which means that community members and visitors to the area will be able to *decide how much they would like to contribute in exchange* for a meal made from delicious, local, fresh ingredients. We feel that this is the best way moving forward to fulfill our mission of supporting local agriculture, economic and social activities in the West River Valley. It will also help our neighbors have access to healthy, affordable awesome food grown by wonderful local farmer friends!

We will still be offering freshly made breakfast and lunch, and we are excited to announce the WRCP is extending its hours one night per week in order to offer a meal that can be taken home for dinner. The plan for this currently is Tuesdays (Take out Tuesday!). Both Take out Tuesday and Friday Pizza Night will be **donation-based**. All donations will be able to be made discreetly. Volunteering is also a welcome form of currency!

Current operating hours listed below; please check our Facebook page for updates.

Post Office Hours

Monday - Friday 8:00-11:00am and
 3:30-4:45pm Saturday 8:00-11:00am
 Sunday Closed

Thrift Shop Hours

Thursday 10:00am-2:00pm
 Friday 10am-7:00pm
 Saturday 10:00am-2:00pm

Café Hours

Monday 7:00am-2:00pm
 Tuesday 7:00am-6:30pm
 Wednesday Closed
 Thursday 7:00am-2:00pm
 Friday 7:00am -8:00 0pm (pizza,
 music) Saturday 7:00am-4:00pm
 Sunday 8:00am-4:00pm

Facebook: The West Townshend Country Store West Townshend Thrift Store

Townshend Elementary School

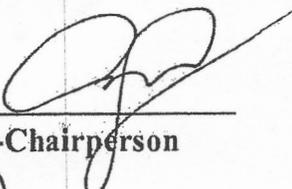
Townshend Vermont
Annual School Report

WARNING
Townshend School District Annual Meeting
Tuesday, March 5, 2019

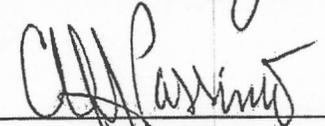
The legal voters of the Town of Townshend, in the County of Windham and the State of Vermont, are hereby notified and warned to meet at 1:00 PM in the Town Hall in said Town of Townshend on the first Tuesday, March 5, 2019, to transact the following business and act upon the following Articles:

- ARTICLE 1. To elect a Moderator for a term of one (1) year.
- ARTICLE 2. To elect School Directors for the following terms:
One (3) -three-year term
One (1) – one-year term
One (1) – one-year term
- ARTICLE 3. To Elect a West River Modified Union Education District Officer
For the following term:
One (2) two-year term until 2021.
- ARTICLE 4. To transact any other non-binding business to properly come before this meeting

Dated this 14th day of January 2019



Al Claussen-Chairperson



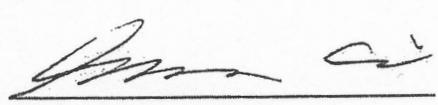
Cliff Passino - Vice Chairperson



Eric Scott - Clerk



Kristina Wright- Member



O'Dou Shawn - Member



Windham Central Supervisory Union provides leadership and resources to ensure a strong educational system for all students.

1219 Vermont Route 30 ♦ Townshend, VT 05353

802-365-9510 phone ♦ 802-365-7934 fax

www.windhamcentral.org

Windham Central Supervisory Union Superintendent's Letter 2019

The Windham Central Supervisory Union continues to grow and change. As of July 1, 2019, the PreK-12 West River Modified Unified Union Education District (Brookline, Jamaica, Newfane, and Townshend. Windham's level of inclusion has yet to be solidified) and the Pre-K-12 River Valleys Unified School District (Dover and Wardsboro) will become fully operational.

Marlboro School District will continue to operate as a PreK-8 school with 9-12 school choice. Stratton School District continues as a non-operational PreK- 12 tuition school district.

The WCSU is in the midst of its third year of forward momentum. We have established a high functioning leadership team consisting of building principals and central office cabinet members. Our deeply committed education professionals have continued to engage in professional development in the areas of Math, English Language Arts, and Personalized Learning. This past year we have added Supervisory Union wide professional development in creating Trauma Informed schools. In particular, our building principals and our teachers have continued to deepen instructional skills in addressing a wide variety of student needs.

For the 2019-2020 school year:

The West River School District is implementing elementary school choice, creating a 6th- 8th middle school, and offering full day PreK 4, with a PreK 3 pilot continuing.

The River Valleys School District is implementing elementary school choice, expanding PreK 3, and developing a cultural focus for the Wardsboro School to compliment the Dover School's recent authorization as an International Baccalaureate school.

The Marlboro School District is reflecting on their mission and integrating several new educational professionals into their school.

The Windham School District continues to evaluate all of their options as they serve the students, parents, and the community of Windham.

I encourage everyone to get informed during the budget season. Your school boards have worked diligently to craft responsible budgets reflective of student needs and value to taxpayers.

Thank you for supporting our schools.

William Anton, WCSU Superintendent of Schools

Windham Central Supervisory Union

will ...place students at the center of our decision-making.
...build trust and respect by acting ethically, transparently, and with integrity.
...operate as a community of learners, committed to developing the skills and capabilities of all....collaborate, share and seek creative solutions.

**Townshend School District Annual Meeting Minutes
March 6, 2018**

Meeting was called to order at 9:05 A.M.

The legal voters of the Town of Townshend, in the County of Windham and the State of Vermont, are hereby notified and warned to meet at 9:05 A.M. in the Town Hall in said Town of Townshend on the first Tuesday, March 6, 2018, to transact the following business and act upon the following Articles:

Article 1. To elect a Moderator for a term of one (1) year.

William Lincoln nominated David Liebow as Moderator for a one year term. There being no further nominations, the Moderator made a motion to close nominations and the Clerk be instructed to cast one ballot for David Liebow as School District Moderator. Motion carried by voice vote.

Article 2. To accept the reports of the School Directors as presented in the July 1,2016 – June 30, 2017 Auditors' Report.

So moved by Craig Hunt and seconded by Maggie Bills. **There being no discussion, Article 2 passed by voice vote.**

Article 3. To elect School Directors for the following terms:

One (1) - three year term - until March 2021

Nominated: Al Claussen

There being no further nominations, the Moderator declared nominations closed and instructed the Clerk to cast one ballot for Al Claussen for a three year term as School Director; seconded and carried by voice vote.

One (1) - one year term - until March 2019

Nominated: Kristine Wright

There being no further nominations, the Moderator declared nominations closed and instructed the Clerk to cast one ballot for Kristina Wright for a one year term as School Director; seconded and carried by voice vote.

One (1) - one year term - until March 2019

Nominated: Maggie Bills – Respectfully Declined
Shawn O'Dou

There being no further nominations, the Moderator declared nominations closed and instructed the Clerk to cast one ballot for Shawn O'Dou for a one year term as School Director; seconded and carried by voice vote.

Leland & Gray School District - one (1) - three-year term -until March 2021

Nominated: Jeriah Bills – Respectfully Declined
Ann Allbee

There being no further nominations, the Moderator declared nominations closed and instructed the Clerk to cast one ballot for Ann Allbee for a three year term as Leland & Gray School Director; seconded and carried by voice vote.

Article 4. To elect a School District Treasurer for a term of one year.

One (1) - one year term - until March 2019

Nominated: Anita Bean

There being no further nominations, the Moderator declared nominations closed and instructed the Clerk to cast one ballot for Anita Bean for a one year term as School District Treasurer; seconded and carried by voice vote.

Article 5. To compensate the Townshend School District Officers:

Treasurer School	\$1,790.00
Directors:	
(1) Chair	\$500.00
(4) Members	\$250 each

So moved by Craig Hunt and seconded by Maggie Bills

There being no discussion, Article 5 passed by voice vote.

Article 6. "Shall the voters of the Townshend School District approve the school board to expend \$1,524,321.00 which is the amount the school board has determined to be necessary for the ensuing fiscal year?"
It is estimated that this proposed budget, if approved, will result in education spending of \$20,144.00 per equalized pupil. This projected spending per equalized pupil is 16.05% higher than spending for the current year.

So moved by Will Bissonnette and seconded by Bill Lincoln.

Brief Discussion regarding the numbers and how the budget was arrived at.

There being no further discussion Article 6 passed by voice vote.

Article 7. Shall the voters of the Townshend School District authorize the School Directors to borrow money in anticipation of revenue?

So moved by Kris Kuch and seconded by Gene Kuch.

There being no discussion Article 7 passed by voice vote.

Article 8. Shall the voters of the Townshend School District authorize the School Directors to spend "unanticipated" funds such as grants or gifts that may be received by the District for school purposes?

So moved by Kris Kuch and seconded by Gene Kuch.

There being no discussion Article 8 passed by voice vote.

Article 9. To set the date and time of the Annual Meeting of the Townshend School District for the First Tuesday of March in the year of 2019 at 1:00 p.m.

So moved by Will Bissonnette and seconded by Kris Kuch.

After being brief discussion Article 9 passed by voice vote.

Article 10. To transact any other non-binding business to properly come before this meeting.

There being no discussion Motion to Adjourn at 9:45 A.M. made by Al Haumann,
seconded by Kris Kuch and carried by voice vote.

Respectfully submitted,

Anita Bean, Town Clerk

Alfred Claussen – School
District Chair

David Liebow, Moderator

Townshend Town Hall
PO Box 223
Townshend, Vermont 05353

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