



TOWN OF TOWNSHEND

Selectboard

PO Box 121 Townshend, Vermont 05353

Selectboard Meeting Agenda

October 24, 2023 6:00 PM

Townshend Town Hall

Approved: 11/14/23

Present: Sherwood Lake, Rob Wright, Katie Marrow, Rob Swiger, Phoebe Connolly

In Attendance: BCTV Tech

1. **Meeting Call to Order:** Lake calls the meeting to order at 6:00pm
2. **Approval of Minutes:** Swiger makes a motion to approve the October 10, 2023 regular Selectboard meeting minutes. Marrow seconds the motion. Motion carries 5-0-0.
3. **Additions and Deletions:** none
4. **Members of the Public:**
 1. Charlie Marchant and Lee Petty, representing the Stone Arch Bridge Project Supervisor Committee come before the Board to answer questions concerning Old Business item 8(a). Wright states that he would like the project to be a “turn key” project and not have the road crew responsible for any part of the project. Marchant responds that, from the beginning of the project, certain areas were not part of the project and are the town’s responsibility. Those areas are the road, the parapets, and the drainage. There has been a suggestion by the bidder that the drainage be installed while the restoration is being done. Marchant says that it makes sense to do the drainage and the anchoring of the parapets at the time of the restoration, but it is not part of the bidder’s responsibility in the RFP, and is not part of the fundraising for the project or the town funds raised through a vote of the residents. The cost do the drainage, parapets, and road surface needs to be in the highway budget for next year. Petty states that at the beginning of the process, to acquire the National Park Service grant, the Selectboard wrote a letter to the Park Service stating that they fully supported the project as proposed. That proposal does not include the paving, the drainage, or the parapets. She states that in a sense the letter already approved it and this is out discussion. Wright states that he is not opposed to the project, but raises the issue of liability in the area of drainage, and parapets. He states he is favor of the contractor putting in the drainage and parapets so that the liability of any failing systems is on the contractor. Wrights asks what would it cost for the contractor to do the drainage and the parapets. Marchant states that it is the Town’s responsibility not the Projects and its funders. He states that it will cost the town some money, but that is

not new news. Petty adds that the bidder in their proposal has suggested some cooperation with the town on the installation process.

Connolly asks if there is any new information around the issue of the cost of labor for this project. Petty states that the ratio between the cost of labor and materials here is unique, because the secretary of interior requires that the stone be reused as much as possible to make it historically correct. Swiger adds that the cost of similar projects is over a million dollars. Lake states that we know what the cost for the Town's portion of the project is, but we need to figure out the cost of the three areas that fall under the town responsibility.

Swiger asks if there are required specifications of the railings. Marchant states that the current parapets are not original. There are photos of the original parapets that have an open design. The design of the parapets have to be approved by the National Park Service.

Lake states that it is important that this dialogue stays open. Petty states that once the town decides on a contractor then the contractor will sit down with the supervisory committee to fine tune the contract. The the contract needs to be approved by the National Park Service. Once that happens then the permits can start to be obtained.

Lake asks what the Steering Committee needs from the Selectboard at this step in the process. Petty states that we need the Selectboard to vote on the bid. She says that time is of the essence, because we need to have a contract in place by the end of the year to meet our timeline. Wright makes a motion to accept the Townshend Historical Society's bid from Standing Stone LLC. Marrow seconds the motion. Wright reiterates that he would like the town to not be liable for any of the work done on the bridge. I would like to see it be a turn key project for the town. Marrow raises using the structural engineer to design the work on the drainage and the parapets. Wright states that he is more concerned about using outside contractor who will carry the liability. Marchant reminds the Board that they have already signed an easement to maintain the bridge for ten years after the completion of the project. Wright says he understands that, but he is talking about a structural failure. Marchant suggests that the town begin to put together a plan on its concerns and responsibilities. Lake calls the motion forward. Motion carries 5-0-0.

2. Laura Richardson: Richardson thanks the Board for obtaining clarity on the ownership of the Common.

5. **Correspondence:**

a. Cory Ciklin email: Sherwood brings Cory Ciklin's email to their attention.

6. **Warrants:** Marrow makes a motion to pay warrants 1 - 5.

1. Payroll:	\$11,565.30
2. Payroll Taxes:	\$5,065.21
3. General Fund:	\$13,024.43

4. Highway:	\$6,098.24
5. Highway Equipment:	\$17,615.44
Total:	\$53,368.62

Wright seconds the motion. Motion carries 5-0-0.

7. **Reports:**

1. **Highway:** Zumbruski gives the report.

a. The road crew has been grading and leaf blowing the roads in preparation of winter.

b. The road crew has installed a couple of culverts this past week. Rain effected how many we could get it. Need to let it dry out a bit before installing more.

c. The road crew will continue to clean culverts to avoid them getting plugged up.

d. Zumbrusli reports that all the equipment is back and he is waiting for bids on the backhoe.

e. West Hill Road: Zumbruski has been informed by GMP that the road will be closed from 8 -4pm up until the first freeze. Wright and Connolly raise the issue of GMP's contractor closing the road even if they are not working on the road. Wright states he is concerned that the timeline is taking too long and not getting a straight answer from GMP.

f. Windham Hill Road: Zumrucki has initiated getting costs to repair the guard rail. Waiting to hear back. None of the accident stuff has been cleaned up yet. The truck that went over did not have insurance.

2. **Treasurer:** Lake gives the report. Lake reports that there is \$974,221.66 in the municipal investment fund, and \$30,000.00 in the checking account. The true balance in the general fund to work with is \$255,700.00.

3. **Town Clerk:** Lake gives the report. Between 9/16/23 through 9/30/23 the clerk took in \$802.00 for fees and services. Between 10/1/23 through 10/15/23, the clerk took in \$898.00 in fees and services.

4. **Chair:** Lake gives the report.

VLCT Claims Cost Report: Lake directs the Board's attention to the report.

Dick Jackson's 100th Birthday Party: Lake states that he and Marrow attended the party to present Dick with a letter of commemoration. Marrow reads Dick's Letter of tanks.

8. **Old Business:**

a. Stone Arch Bridge bid: See above

b. Common/Town Hall Use Policy: on hold

c. Dam Supplemental Agreement to sign: Lake states, that after looking into it, he believes it is something we need to sign in order to use the road over the dam.

9. **New Business:**

a. Boardman Family Letter: Marrow reads the thank you letter to the Boardman family. Lake asks the Selectboard to sign the letters.

b. SeVEDS update and social services request: Jack Spainerman from SeVEDS presents the annual report and funding request.

10. **Executive Session:** N/A

11. **Adjournment:** Connolly makes a motion to adjourn. Wright seconds the motion. Motion carries 5-0-0. Meeting is adjourned at 6:58pm.

12. **Next Regularly Scheduled Meeting:** Tuesday, November 14, 2023 at 6:00pm