



TOWN OF TOWNSHEND

Selectboard

PO Box 121 Townshend, Vermont 05353

Selectboard Meeting Agenda

March 28, 2023 6:00 PM

Townshend Town Hall

Approved: 4/11/2023

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

In Attendance: Galen Robinson - BCTV, Connie Holt SelectBoard Assistant

1. **Meeting Call to Order:** Lake calls the meeting to order at 6:02pm
2. **Approval of Minutes:** Wright makes a motion to approve the February 28, 2023 Selectboard meeting minutes. Marrow seconds the motion. Motion carries 4-0-0.

Marrow makes a motion to approve the March 7, 2023 Special Select Board meeting minutes. Wright seconds the motion. Motion carries 4-0-0.

3. **Additions and Deletions:**

- a. Common Use Request by Grace Cottage Family Health Clinic: Marrow makes a motion to approve Grace Cottage's request to use the Commons on Wednesday, May 10, 2023 from 4:30 - 7:00pm. Wright seconds the motion. Lake asks the Board if the fee is being waived. Member of the Public, Laura Richardson, raises the issue that the fee was intended to raise money for the care of the common. She states that if it continually is waived then we are not raising money for the care of the common. She further states that if the Board does not like to policy then it should be changed rather than broken on a regular basis. Lake responds that a precedent of waiving the fee for non-profits has been created. Wright states whether fee is waived or not the Town will maintain the Commons. It is what we do. Lake states that the Board has the right to modify a policy on an individual basis by a vote of the Board. Lake then calls for the vote. Motion fails to carry due to a vote of 2-0-2.

4. **Members of the Public:**

- a. Sean Marrow speaks to the Board about the condition the parking lot at the Post Office. Marrow states that he has heard that a resident believes the Select Board should approach the owner of the Post Office to fix the parking lot. Marrow states it is not a town issue. It is an issue between the Postal Service and the Landlord. He has raised the issue with his employer who reviewing the engineering on the parking lot. Then his employer will work with the landlord on fixing.

5. **Correspondence:** None

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

1. Payroll:	\$11,850.17
2. Payroll Taxes:	\$5,317.78
3. General Fund:	\$18,305.59
4. Highway:	\$12,367.50
5. Highway Equipment:	\$9,295.53
6. ARPA:	\$194.70

TOTAL: \$57,331.27

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

7. **Reports:**

1. Highway: Frisk gives the Highway Report.

a. Snow Event March 13th - March 15th: A long and aggravating storm, because it was very heavy wet snow on top of unfrozen roads. There was a lot of tree damage in town which caused a delay in getting roads open. Some roads could not be plowed due to mud under the snow. Gould and AS Clark were each hired to help with roads we were not able to plow because we did not have the right equipment too deal with that much snow and mud.

b. On Tuesday, during the storm, Frisk was hit from behind while slowing to turn onto Plumb Road. The truck behind slid into the Town Truck. There was no damage to the town truck, but there was a report filed with VLCT.

c. On Wednesday, during the storm, Frisk was stuck in a snow drift on Simpson Brook Road. When backing up to find a place to turn around the truck slid off the road and into a maple tree damaging to the right rear sander and the right rear body of the one ton truck. A claim has been filed with VLCT.

d. On Thursday, the State requested a summary of the cost of storm and debris clean up through noontime on Friday for a potential FEMA declaration. Frisk has put together the cost which does not include straight time labor hours. The cost includes OT labor hours, equipment hours, and materials for snow and debris removal. The cost as of noon Friday was just over \$19,000.00.

e. This Friday there is a meeting with A&R water division on Simpson Brook Road regarding a permit to remove all tree tops on Simpson Brook road just above Rob Thompson's driveway to avoid plugging the culvert and creating damage to a town road and his driveway.

f. There will be additional costs of the storm due to ongoing clean up of debris. We continue to document in the event the State obtains FEMA status. He doubts that will happen.

g. Tonight, the Selectboard has the state forms regarding roads that needs to be filed with the State after Town Meeting.. Frisk states the information is accurate and all the Selectboard needs to do is sign off and send back to the state.

Wright asks that when clean up is done can the crew gets some cold patch for the pavement. Frisk says yes. Connolly recognizes the hard work of Steve and the Road Crew during this last storm. Frisk thanks her for that, and states that is very difficult to operate when we are so short handed. We need to get fully staffed or we are destined for failure.

Lake raises the issue of the pothole on Windham Road. Frisk replies that it has been coned off. Basin Brothers is giving the town a quote to repair the hole, but has to wait until the snow and ice melt so we can understand the severity of the damage to the road. The damage is the result of the Christmas rain storm. The black top was undermined. This is not an average pothole. Connolly asks that if the road crew is driving by and sees the cones down could they stop and reset the cones. Frisk says yes, but the crew is working on downed trees and mud which is not in West Townshend. He receives reports from the Windham bus driver alerting him of road issues in West Townshend.

Swiger asks Steve for words of wisdom for homeowners with culverts and driveways with a big rain coming. Frisk says punch holes in the snow banks to allow the water to drain so the water has a place to go instead of running down the road.

2. Treasurer: Lake reports that due to computer issues we do not have a Treasurers report this evening.

3. Town Clerk: Lake reports that the Clark has taken in \$1,544.30 in fees and services.

4. Chair: none

8. **Old Business:** None

9. **New Business:**

a. **Town Appointments for the 2023 - 2024 year:** Lakes states that there are currently two vacancies in the town appointments; Valley Cares appointment and one of the two Windham Regional appointments. Lake reads the list of people being recommended for appointment this year and their appointment position. Wright makes a motion to approve the appointments for this year. Swiger seconds the motion. Swiger asks how important is it to fill the appointments. Lake responds it probably is more important to fill he second Windham Regional Appointment. Motion carries 5-0-0.

Member of Public, Laura Richardson, raises her concern over the lack of communication and shelter services provided in this last storm. Richardson suggests a neighborhood watch program. A discussion ensues about emergency services and what the Town can and can not provide. Connolly and Swiger state that this is a good discussion to continue.

b. **VTrans Mileage Certificate:** Wright makes a motion to approve and sign the VTrans Mileage certificate. Marrow seconds the motion. Motion carries 5-0-0.

c. **Town Highways Annual Financial Plan for the State of Vermont:** Marrow makes a motion to approve and sign the Highway Annual Financial Plan. Motion carries 5-0-0.

d. **Certificate of Compliance for Roads & Bridges:** Wright makes a motion to approve and sign the Certificate of Compliance. Marrow seconds the motion. Motion carries 5-0-0.

e. **Liquor License Approval for West River Community Project Company:** Wright makes a motion to approve West River Community Project's request for a 1st class Restaurant/Bar liquor license and an outside consumption liquor license. Marrow seconds the motion.. Motion carries 5-0-0.

f. **Tobacco License Approval for Harmonyville Store:** Marrow makes motion to approve Harmonyville Store's request for a Tobacco License. Wright seconds the motion. Motion carries 5-0-0.

g. **Contract for Limited Services:** Swiger makes a motion to enter into a contract for limited services with Tanner Winot. Motion carries 4-1-0.

h. **Grace Cottage request to use the Common:** Lake states now that Swiger is in attendance, the Board will revisit the request from Grace Cottage Family Services to use the Common on May 10, 2023 and to address the issue of waiving the \$100.00 fee. Swiger makes the motion to approve Grace Cottage Family Health's request to use the Commons. Connolly seconds the motion.

Discussion: Connolly suggests that the Board adjusts the policy regarding the \$100.00 fee. Member of the Public, Laura Richardson, states that changing the policy needs to go through the same procedure as creating the policy. She states it has to be legally changed. Lake states that ordinances have to be legally changed. Policies can be waived or modified through a vote of the board. Wright states that it is a case of a motion is made, discussed, and the Board makes a decision on charging fees. Richardson reiterates her position that the fee can raise money to maintain the common. Motion to approve the request with waiving the \$100.00 fee carries 4-0-0.

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

11. **Next Regularly Scheduled Meeting:** Tuesday, April 9, 2023 at 6:00pm

12. **Adjournment:** Marrow makes a motion to adjourn. Swiger seconds the motion. Motion carries 5-0-0.