



TOWN OF TOWNSHEND

Selectboard

PO Box 223 Townshend, Vermont 05353

Selectboard Meeting Minutes

Thursday, December 19, 2024 6:00 PM

Townshend Town Hall

Approved: 1/14/25

Present: Allie Evans, Katie Marrow, Nick Suarez (via ZOOM)

Not Present: Sherwood Lake, Kate Jansak

In Attendance: Jack Alboher – BCTV Tech, Connie Holt – SB Assistant

1. **Meeting Call to Order:** Evans calls the meeting to order at 6:03pm.
2. **Approval of Minutes:** Marrow makes a motion to approve the December 10, 2024 regular Selectboard meeting minutes. Evans seconds the motion. Motion carries 3-0-0.
3. **Additions and Deletions:** Evans reads the additions to the agenda.
 - a. New Business (9a): Processing Road issues and calls
 - b. New Business (9b): VTrans Better Roads Grant
 - c. New Business (9c): West River Sno Goers Letter to approve
 - d. New Business (9d): Rescue Inc contract
 - e. New Business (9e): WB Mason Service Contract
4. **Members of the Public:** None
5. **Correspondence:** Evans reads an email from Tami Greenwood concerning the plowing of a portion of East Hill Rd and not plowing a portion of Simpson Brook Road. Evans and Zumbruski explain why the portion of East Hill is now being plowed; easier and less damage to provide property. Evans and Zumbruski explain why the portion of Simpson Brook road is not plowed; Mei-Mei Ellerman requested that the road up to her driveway not be plowed due to a squatter concern. Evans directs Jeremy to reach out to the Sno Goers Club regarding East Hill. Evans volunteers to draft a letter to Ms. Ellerman regarding the plowing of the road up to her driveway.
6. **Warrants:** Marrow makes a motion to pay warrants 1-4.

| | |
|----------------|-------------|
| Payroll: | \$15,397.34 |
| Payroll Taxes: | \$7,034.57 |

General Fund: \$8,940.39
Highway Equipment:\$2,291.54
Total: \$33,663.84

7. **Reports:**

1. **Highway:** No Report

2. **Treasurer:** Evans reads the Treasurer Report. There is \$758,881.34 in the municipal savings account and \$30,000.00 in the sweep account.

3. **Town Clerk:** Evans gives the report. She reports that the Town Clerk took in \$724.50 in fees and services.

4. **Chair:** Evans reports on Cory Ciklin's research on a town website. Holt is directed to send the information to the Selectboard to decide if it will be budgeted for in FY26.

8. **Old Business:**

a. **Grace Cottage Act 250 Municipal Impact Questionnaire:** Evans reports back on the conversation with Andrea Seaton from Grace Cottage Hospital. Suarez has some questions regarding solid waste. The Board decides to table the questionnaire until another conversation can be held with Grace Cottage Hospital.

b. **Fiscal Year 2026 Budget Discussion:** The Board goes through each department to continue to ask questions, discuss budget amounts, and possible articles. Marrow volunteers to draft a highway reserve fund article. Evans volunteers to draft a law enforcement article. The Board decides to budget for a trash transfer station and research proposing two articles concerning trash. The Board also decides to hold a pre-town meeting information meeting and to put trash options on the agenda.

The Board decides to budget for revenue from delinquent tax collection. Marrow makes a motion to direct the Treasurer to provide a detailed clarification of the double payment of the US Dam Tax-Loss payment. Suarez seconds the motion. Motion carries 3-0-0.

Evans makes a motion to accept the budget #'s that reflect the Town paying 100% of the employee's healthcare and 100% of the CCC tax. Marrow seconds the motion. Motion carries 3-0-0.

There is a discussion of the finance office budget concerning the tax collector budget line item. Evans states her concern that the budget should reflect who does the work. Evans recommends adding some money to Elaine's in the amount she usually pulls off the line item. Then to increase the FO Assistant compensation since that position is the one that physically does most of the tax collection. Evans makes a motion to set the Treasurer's salary at \$35,000.00 and to increase the FO Assistant wages to \$5,000.00. Marrow seconds the motion. Motion fails 0-3-0. Marrow makes a motion to set the Treasurer's salary at \$34,168.00, the tax collector line item at \$00.00, and the FO Assistant wages at \$5,000.00. Suarez seconds the motion. Motion carries 3-0-0.

Andy Snelling of the Planning Board answers questions from the Selectboard regarding their proposed budget. He states that he believes the Planning Board will spend the FY25 \$10,000.00 on the Town Plan. They propose \$8,000.00 for FY26 to cover the remaining cost of the Town Plan and for the Flood Plain Ordinance. He does not recommend using the Planning Board Reserve Fund to cover these costs. The Board decides to budget \$8,000.00 for the Town Plan line item and \$500.00 for "PB Technical".

The Board discusses the Municipal Town Hall budget item "Repair and Maintenance" and decide to budget \$7,500.00.

The Board re-visits the Fire House Budget. The Boards decides to not budget \$5,000.00 for the "New FH Contingency Fund". Instead, they will offer help in drafting a special article. The Board discusses the proposed budget for Fire Dept Vehicles and decides to budget \$14,000.00 for repair and maintenance and \$1,500.00 for equipment.

As a result of the Highway budget discussion, Holt is directed to research the budget item \$13,596.00 that has not come in yet.

9. **New Business:**

a. **New Business (9a): Processing Road issues and calls:** Evans reports that she is trying to come up with a more effective way to handle road issues and calls. Zumbruski states that the phone system at the garage is outdated and does not allow for him to access his voicemails remotely. Holt is directed to contact 1st Light to discuss getting that feature.

c. **New Business (9b): VTrans Better Roads Grant:** Marrow makes a motion to authorize Evans to sign the VTrans Better Roads Grant when the application is finalized. Suarez seconds the motion. Motion carries 3-0-0.

c. **New Business (9c): West River Sno Goers Letter to approve:** Marrow makes a motion to approve the West River SnoGoers request with the understanding that Jeremy Zumbruski is talking to them about #10 in their letter. Suarez seconds the motion. Motion carries 3-0-0.

d. **New Business (9d): Rescue Inc contract:** Suarez makes a motion to approve the contract with Rescue Inc and authorize Evans to sign on behalf of the Board. Marrow seconds the motion. Motion carries 3-0-0.

e. **New Business (9e): WB Mason Service Contract:** Marrow makes a motion to approve the WB Mason service contract and to authorize Evans to sign on behalf of the Board. Suarez seconds the motion. Motion carries 3-0-0.

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

11. **Next Regularly Scheduled Meeting: Tuesday, January 14, 2025 at 6:00pm**

12. **Adjournment:** Evans makes a motion to adjourn. Marrow seconds the motion. Motion carries 3-0-0. The meeting is adjourned at 8:27pm.