



# TOWN OF TOWNSHEND

Selectboard

PO Box 121 Townshend, Vermont 05353

## Selectboard Meeting Agenda

March 11, 2024 6:00 PM

Townshend Town Hall

Approved: 3/26/2024

**Present:** Alene Evans, Katie Marrow, Kate Jansak-Alley, Nick Suarez

**Not Present:** Sherwood Lake

**In Attendance:** BCTV Tech, Connie Holt – Select Board Assistance

1. **Meeting Call to Order:** Evans call the meeting to order at 6:05pm. Evans thanks the Selectboard that are no longer serving. She thanks the new board for their service.
2. **Approval of Minutes:** Approval of the February 27, 2024, regular Selectboard meeting minutes and the March 5, 2024 Special Select Board meeting minutes.

Evans makes a motion to pass over the 2/27/24 meeting minutes. Suarez seconds the motion. Jansak-Alley asks if we can acknowledge what happened even though this Selectboard was not there. Evans says that she does not think the Selectboard should, because there may be some things we do not agree with. Suarez states that the Board can accept them into the record. Marrow states that minutes are a matter of the record. Member of the public, Laura Richardson, asks if a matter dealt with at the 2/27/24 meeting can be brought up at future Selectboard meetings. Marrow replies, yes. Jansak-Alley states that she feels comfortable approving the minutes. Evans states that it is not a disadvantage to pass over the meeting minutes. Motion to pass over carries 3-1-0.

Evans makes a motion to approve the 3/5/24 meeting minutes. Jansak-Alley seconds the motion. Marrow states that she did not think the election of officers was temporary. Motion carries 4-0-0.

Jansak makes a motion to make the election of officers to run the course of this term. Suarez seconds the motion. Motion carries 47-0-0.

3. **Additions and Deletions:**
  - a. New Business (9a): Windham Hill Road repair contract for signature
  - b. New Business (9b): Renewal of Selectboard PO Box

c. New Business (9c): Mike McConnell, Windham Regional, request to meet regarding resiliency zones.

d. New Business (9d): search for a town attorney

e. New Business (9e): payroll authorization procedure

f. New Business (9f): Appointment

4. **Members of the Public:**

1. Town resident, Liza Martin, raises the issue of the use of Town Hall and insurance. Martin asks if AA is required to provide insurance certificate. Evans states that she does not know, and the Select Board will look into it.

2. Town Resident, Laura Richardson, raises her concern about the grant writer position. She is concerned about the legality of how it was created. Evans and Jansak both respond that the newly elected Select Board will look into it and address it.

5. **Correspondence:** None

6. **Warrants:** Jansak-Alley makes a motion to pay warrants 1-8 (warrant #9 is for informational purposes):

1. Payroll:	\$14,192.56
2. Payroll Taxes:	\$6,671.62
3. General Fund:	\$15,715.10
4. General Fund:	\$227.89
5. Highway:	\$8,464.85
6. Highway:	\$39.99
7. Highway Equipment:	\$2,133.05
8. Highway Equipment:	\$174.85
9. Education Payment:	\$681,086.59
<b>Total:</b>	<b>\$728,706.50</b>

Marrow seconds the motion. Motion carries 4-0-0.

7. **Reports:**

1. **Highway:** Zumbruski gives the report. He reports that we are pretty much done with FEMA. He also reports that we are in full swing mud season, but should be on the down side. Member of the Public, Richardson, asks why the lights at the garage are so bright and on all night. Zumbruski states that the lights were recently replaced with LED lighting and should be turned off at night. He will look into making sure they are turned off.

2. **Treasurer:** Evans gives the report. We have \$1,388,629.88 in the savings account and \$30,000.00 in the checking account. Evans reads through the CD's. Evans gives the true balance of \$953,920.63 in the General Fund before the education payment.

3. **Town Clerk:** Evans gives the report. She reports that the Clerk took in \$396.00 in fees and services.

4. **Chair:** no report

8. **Old Business:**

a. **Stone Arch Bridge railings design and funding:** Holt gives the background information on this issue. Zumbruski states that he agrees with the railing design. There is a discussion on the need for railings and the requirements for the bridge. Evans suggests that the Selectboard start by working on the list in Holt's memo. Evans asks for volunteers. Jansak-Alley volunteers to work on getting the insurance information with Holt. Marrow volunteers to talk to contractor to see if there are ways to reduce costs on the railings.

9. **New Business:**

a. **Windham Hill Road repair contract for signature:** Holt gives the background on this issue. Windham Hill Road damage from the July 10, 2023 storm is not eligible under FEMA, because it is a federal aid road. Holt states that the road damage was pulled from FEMA and submitted to the Federal Highway Aide program. The Selectboard needs to agree to the reimbursement cost and sign the contract. Evan makes a motion to have Holt sign the contract for the town. Jansak-Alley seconds the motion. Motion carries 4-0-0.

b. **Renewal of Selectboard PO Box:** Jansak-Alley makes a motion to not renew the Selectboard post office box. Evans seconds the motion. Motion carries 4-0-0.

c. **Mike McConnell, Windham Regional, request to meet regarding resiliency zones:** Suarez volunteers to do the meeting with McConnell. Jansak-Alley suggests letting other related positions know about the meeting.

d. **Search for a town attorney:** Selectboard instructs Holt to contact the attorney that represents Rockingham.

e. **Payroll authorization procedure:** Holt gives a description of the current payroll procedure. Jansak-Alley makes a motion to continue the current payroll procedure. Suarez seconds the motion. Motion carries 4-0-0.

f. **Appointments:** Evans runs through the process of making appointments. Board directs Holt to proceed. Richardson asks what happens if more than one person expresses interest in an appointment. Evans states that it comes before the Board to determine the appointment.

10. **Executive Session:** n/a

11. **Next Regularly Scheduled Meeting:** Tuesday, March 26, 2024 at 6:00pm

12. **Adjournment:** Evans makes a motion to adjourn. Suarez seconds the motion. Motion carries 4-0-0. Meeting is adjourned at 7:15pm.