



TOWN OF TOWNSHEND

Selectboard

PO Box 223 Townshend, Vermont 05353

Selectboard Meeting Agenda

May 14, 2024 6:00 PM

Townshend Town Hall

Approved: Corrected and Approved 5/28/24

Present: Allie Evans, Katie Marrow, Kate Jansak-Alley, Nick Suarez, Sherwood Lake

In Attendance: Galen Robinson – BCTV, Connie Holt – Selectboard Assistant

1. **Meeting Call to Order:** Evans calls the meeting to order at 6:00pm
2. **Approval of Minutes:** Marrow makes a motion to approve the April 23, 2024, regular Selectboard meeting minutes. Jansak-Alley seconds the motion. Lake expresses concern that the personnel issue was discussed in open session. He states that it should have been discussed in executive session to not violate any HIPPA issues. Lake requests holding an executive session on this matter after this meeting. The Board decides to hold the executive session. Motion to approve the 4/23/24 minutes carries 5-0-0.

Marrow makes a motion to approve the May 8, 2024, Special Selectboard meeting minutes. Suarez seconds the motion. Suarez makes a correction to the meeting minutes. He states that “grader lease” should be deleted from the 4th paragraph from the end of the minutes. Motion to approve the corrected meeting minutes passes 5-0-0.

Marrow makes a motion to approve the May 8, 2024 Hazard Mitigation Plan meeting minutes. Suarez seconds the motion. Motion carries 5-0-0.

3. **Additions and Deletions:** Evans reads through the additions to the agenda.
 - a. Old Business (8h) – Highway Equipment – Grader
 - b. New Business (9b): Bob Desiervo – Town Hall concerns
 - c. New Business (9c): Gravel Crushing bids
 - d. New Business (9d): Emergency Management Update (Sherwood Lake)
 - e. New Business (9e): Fire Department (Sherwood Lake)
 - f. New Business (9f): Reappraisal RFP: Helen Holt
 - g. New Business (9g): Common Use Request: Library
4. **Members of the Public:** None

5. **Correspondence:** None

6. **Warrants:** Jansak-Alley makes a motion to pay Warrants 1 – 6.

1. Payroll:	\$13,082.31
2. Payroll taxes:	\$5,653.16
3. General Fund:	\$222.27
4. General Fund:	\$10,971.26
5. Highway:	\$11,579.70
6. Highway Equipment:	\$6,297.85
TOTAL:	47,806.55

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

7. **Reports:**

1. **Highway:** Zumbruski gives the report. The road crew has been working on Back Windham Road and cleaning culverts. Lake asks Zumbruski if he will need a temporary road crew to fill in for Reynolds while he is out. Zumbruski replies that he will need to see when Reynolds is returning from leave.

2. **Treasurer:** Evans gives the report. She states that there is \$863,971.00 in the bank. She reports that there is \$525,347.00 for the reconciled General Fund.

3. **Town Clerk:** Evans gives the report. She reports that the Town Clerk took in \$1,538.00 in fees and services.

4. **Chair:** Evans updates the Board on the No Trespass issuance to a town resident who lives across from the Common.

8. **Old Business:**

a. **Town Hall Cleaning/Light Maintenance Position:** Evans opens up the discussion about expanding the duties of the cleaning/light maintenance. Lake suggests combining with running light equipment. Jeanne Golrick, member of the public, raises the idea of making the position a contracted position to save money. Marrow raises the issue of the amount of hours per week the job would entail. Evans raises does Eddie plan to stay in the compactor position. Marrow suggests appointing a couple of Select Board members to come up with a job description. Jansak-Ally and Evans volunteer to do that. Evans mentions that there will be a Town Hall Clean P Day on May 31stand June 1st.

b. **Creation of new appointments position:**

i. The Board discusses the appointment list. Suarez and Jansak point out that the Board had approved two Tree Warden positions at the 4/23/24 Select Board meeting. The rest of the Board agrees.

ii. The Board then discusses the creation of new appointment positions. Lake disagrees with the creation of the Deputy EMC appointment position. He states that legally it would cause a problem because legally that position is not in the state chain of command. He suggests changing the name to “Local Engagement Coordinator”. He suggests that position can be broader to any project not just emergency management, and it will not be in the state’s chain of command. The Board decides to table this appointment until the June 11, 2024 Selectboard meeting.

iii. Evans describes the “Keeper of The Common” as the person who will head up the maintenance of the Common. Evans states that Laura Richardson has expressed an interest in the appointment.

iv. Evans describes the “Town Property Liaison” as the person who knows the ins and out of the town’s properties. Evans states that if no one has an interest in this appointment she would be interested in serving.

v. Evans raises concern about the “Official Town Website Coordinator” appointment position. She states there appears to be more to it concerning open meeting laws. There is a discussion of the challenges and requirements of official town websites. Marrow volunteers to contact some organizations that she has found in her grant research. The Board decides to revisit the topic in a month at the June 11th Selectboard meeting.

vi. The Board decides to move forward with the Assistant Windham Solid Waste Coordinator new appointment position.

Marrow makes a motion to create 2 new appointment positions: Keeper of the Commons and Town Property Liaison. Lake seconds the motion. Motion carries 5-0-0.

c. **Closure of Common Road:** there is a discussion on the Board’s decision to close Common Road. Irv Stowell, resident, states that the town cannot close the road, because of state funding and the schools. Marrow makes a motion to re-open Common Road and revisit the issue. Lake seconds the motion. Motion carries 5-0-0.

d. **Update on the MTAP Statement of Work Submission:** Evans brings to the Board attention that the MTAP Letter of intent was filed by Windham Regional Commission.

e. **Gazebo Update and request:** John Evans, resident and member of the Gazebo Committee, updates the Board on the progress of the new gazebo. He informs the Board that the gazebo will be delivered in early June and the site work will be done in the next couple of weeks. He requests that the Board issue the check for the balance on the gazebo. Suarez makes a motion to have the treasurer provide funds to the Gazebo Committee in the amount of \$25,088.52 and to authorize Allie Evans to sign on behalf of the Board. Lake seconds the motion. Motion carries 5-0-0.

f. **Leland & Gray Pumpkin Festival Common Use Request:** Marrow makes a motion to approve Leland and Gray's request to use the Common for the Pumpkin Festival and to have Evans sign for the Board. Suarez seconds the motion. Motion carries 5-0-0.

g. **Pickle Festival Common Use request:** Jansak-Alley makes a motion to approve Allie Dercoli's request to use the Common for Pickle Day and to have Evans sign on behalf of the Board. Marrow seconds the motion. Motion carries 5-0-0.

h. **Highway Equipment – Grader:** The Board discusses the options on equipment purchases and grader options. Suarez makes a motion to purchase a John Deere grader through the VT Municipal Loan Program and authorize Evans to sign on behalf of the Board. Lake seconds the motion. Motion carries 5-0-0.

9. **New Business:**

a. **Leland & Gray Journey Away Program Town Hall Use request:** Marrow makes a motion to approve Leland & Gray Journey Away's request to use Town Hall and to have Evans sign on behalf of the Board. The Board decides that due to the condition of the windows on the second floor and the historic curtains the town clerk should do a walk through with the group ahead of the event.

b. **Bob Desiervo – Town Hall concerns:** Desiervo, resident and Planning Commission member, raises concerns about repairing damaged windows upstairs and fixing the leak in the roof. Marrow volunteers to contact some of the organizations she has found in her research. He also informs the Board that the Planning Commission is having electrician, Warren Beattie, in to look at the building.

c. **Gravel Crushing bids:** Jansak-Alley opens and reads the bids for gravel crushing. Marrow makes a motion to accept the Hunter Excavating bid of \$9.80 per cubic yards not to exceed \$40,000.00. Lake seconds the motion. Motion carries 5-0-0.

d. **Emergency Management Update:** Sherwood Lake informs the Board that the LEMP form is almost ready to submit to the state. It will be completed by the next Board meeting. He also informs the Board that \$2,500 of the Emergency Management budget will be used to upgrade the highway radios.

e. **Fire Department:** Sherwood Lake informs the Board that Fire Engine #1 has transmission problems. It is estimated to be a \$5,000 repair. Lake recommends that the unused budget funds be used and any other unused monies at the end of FY24 be rolled over to the Fire Dept Reserve account. Evans states that she will discuss it with the Treasurer and bring to the next Selectboard meeting.

f. **Reappraisal RFP:** Helen Holt reports that the Listers are sending out a Request For Proposals for the town reappraisal. She requests 1-2 Selectboard volunteers to be the point person(s) to the Board. Marrow volunteers to be the Selectboard point person.

g. **Townshend Library Common Use Request:** Marrow makes a motion to approve the Library's request to use the Common and to have Evans sign on behalf of the Board. Suarez seconds the motion. Motion carries 5-0-0.

10. **Executive Session:** Marrow makes a motion to go into executive session regarding a personnel issue. Suarez seconds the motion. Motion carries 5-0-0.

Evans reconvenes the meeting at 8:05pm. Marrow makes a motion to accept the employee leave of absence. Suarez seconds the motion. Motion carries 5-0-0.

11. **Next Regularly Scheduled Meeting:** Tuesday, May 28, 2024 at 6:00pm

12. **Adjournment:** Marrow makes a motion to adjourn. Suarez seconds the motion. Motion carries 5-0-0. Meeting is adjourned at 8:13pm.