



# TOWN OF TOWNSHEND

Selectboard

PO Box 223 Townshend, Vermont 05353

## Selectboard Meeting Agenda

May 28, 2024 6:00 PM

Townshend Town Hall

Approved: 6/11/24

**Present:** Allie Evans, Katie Marrow, Nick Suarez, Kate Jansak

**Not Present:** 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 May 14, 2024 regular Selectboard meeting minutes. Suarez seconds the motion. Jansak requests that the minutes reflect in 9(a) – Journey Away Town Hall use request that the Board asks that there be a walk through regarding the windows and the curtains, and that signs be posted. Motion with correction carries 4-0-0.
3. **Additions and Deletions:** Evans reads through the additions to the agenda.
  - a. New Business: Summer Career Exploration Program (SCEP)
  - b. MOP: Cara Cain, town resident: pedestrian access on Back Windham Road.
  - c. Old Business: Katie Marrow on grant writing.
4. **Members of the Public:**

**MOP:** Cara Cain, resident, addresses the Board on the need for a safe pedestrian access across the brook on Back Windham Road. Cain states that once the project starts and the bridge is closed, she will have no way to get her children to the bus stop. Cain requests a safe pedestrian walkway be constructed. Evans informs Cain that there are currently no plans to build a walkway. She also informs Cain that the Town is not obligated to provide alternate bus stops. Marrow states that due to the fact that the bridge is surrounded by private property there is no place for the town to build a walkway. Zumbroski adds that there is no way to construct a walkway without obstructing the project. Cain states that it is a social economic issue for her family in that she can not afford to jeopardize her job to drive her children around the long way to the bus stop in the morning. Evans states that the Board will take this into consideration, but that currently there is no plans to build a walk way. Evans suggests that Cain contact the School District for help in getting her children to school.
5. **Correspondence:** None
6. **Warrants:** Jansak makes a motion to pay warrants 1-6.

Payroll:	\$12,386.50
Payroll Taxes:	\$5,694.93

General Fund:	\$4,685.25
Highway:	\$21,017.34
Highway Equipment:	\$45,687.52
Gazebo:	\$25,088.52
<b>TOTAL:</b>	<b>\$114,560.06</b>

Suarez seconds the motion. Jansak points out that the Gazebo warrant is being paid by the Mosley Fund. Motion carries 4-0-0.

7. **Reports:**

1. **Highway:** Zumburski gives the report. Zumburski states that the Stone Arch Bridge Project will be starting June 3<sup>rd</sup>, and that Back Windham Road will be closed starting June 10<sup>th</sup>.

2. **Treasurer:** Evans reads the Reconciled General Fund Balance Reports stating that there is \$996,198.00.

3. **Town Clerk:** Evans states that the Town Clerk took in \$1,282.00 in fees and services.

4. **Chair:** no report

8. **Old Business:**

a. **Town Hall Cleaning/Light Maintenance Position:** Jansak updates the Board on her discussion with Evans regarding the need to do a one-time cleaning of Town Hall, in preparation for the June events, while the Board continues their discussion on the scope of the job. Jansak makes a motion to have Connie Holt contact the applicants to see if they are interested in the one-time cleaning job to be paid at the casual labor rate of \$17.00. Connie and Ellenka will come up with the duties and will make the decision on who does the cleaning job. Marrow seconds the motion. Motion carries 4-0-0.

b. **Fire Dept unused money to roll over to FY25:** Evans reports that since the last Select Board meeting, she has looked into the issue of rolling over the unused fire department budget monies into fiscal year 2025. She states that she does not think it is appropriate to do so, because it is not transparent in how budgets and funds are being used. Evans continues that if the Fire Dept needs money than it should be brought to Town Meeting for the residents to hear and decide. Jansak points out that it is similar to the highway department equipment. Marrow states that she is not ready to vote. She would like to hear from the Fire Department. Jansak suggests that Connie Holt reach out to Sherwood, as a representative of the Fire Department, to request more information such as his rationale and for previous years fire department budgets. The Board agrees with Jansak's suggestion.

c. **Matthew and Jean Brodie's Road Name Change request:** Jansak states that she read through the correspondence regarding this matter and the draft policy put together by Rob Swiger. She states that she believes the Board should be responsive to this one request while the policy is reviewed. While the policy is being reviewed there should be no other road name change requests approved. Jansak makes a motion to approve the name change request and take up the issue of a road name change policy. Suarez seconds the motion. Marrow states that she is abstaining because there is no policy. Motion carries 3-0-1. Jansak volunteers to be the point person on the creation of a policy.

d. **Katie Marrow reports on her grant writing work.** She summarizes the research she has done and the types of grants she has looked at. She recommends that the town apply for the T-Mobile Grant

to improve communities through common places. Bob Desiervo, resident and planning commission, raises his concerns about the safety and status of the second floor windows. He states there needs to be temporary and long term repairs. Board asks Holt to contact contractors to give estimates on window repair.

9. **New Business:**

a. **Town Hall Use Request:** Peter Ginter: Suarez makes a motion to approve the request on the condition that the hours of use be specified. Jansak seconds the motion. Jansak requests that the Ginters be informed to not use the windows. Motion carries 4-0-0.

b. **VTrans Grant:** Zumbruski and Marrow update the Board that there are two highway grants be offered to Townshend. One is a structures grant, and the other is for road maintenance. Zumbruski is going to accept both.

c. **Townshend Elementary School Graduation Common Use request:** Suarez Makes a motion to accept Townshend Elementary School request to use the common for the elementary school graduation and to have Evans sign on behalf of the Board. Marrow seconds the motion. Evans asks Holt to alert the school of the gazebo construction that will be going on. Marrow confirms with the Board that they are waiving the fee. Motion carries 4-0-0.

d. **Summer Career Exploration Program (SCEP) town hall use request:** Marrow makes a motion to approve the SCEP town hall use request, upon receipt of certificate of insurance, and to have Evans sign on behalf of the Board. Suarez seconds the motion. Motion carries 4-0-0.

10. **Executive Session:** None

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

12. **Adjournment:** Marrow makes a motion to adjourn. Suarez second the motion. Motion carries 4-0-0. Meeting is adjourned at 7:35pm.