

# Townshend Select Board

## Draft Meeting Minutes

June 11, 2024

APPROVED

7/9/2024

**Present:** Allie Evans; Katie Marrow; Kate Jansak-Alley, (via Zoom)

**In Attendance:** Jeremy Zumbruski; Helen Holt, (via Zoom); Bob DeSiervo; Laura Richardson; Elizabeth Martin; Galen Robinson, (BCTV); Craig Hunt, Recorder

**Absent:** Nick Suarez; Sherwood Lake

**Call To Order:** Evans called the Meeting to Order at 6:02 PM.

**Approval of Minutes:** Evans made a motion: **To approve the Minutes of May 28, 2024,** seconded by Jansak-Alley and carried by those in attendance.

**Additions and Deletions:** None at this time.

**Members of the Public:** Richardson was recognized and requested clarification of the duties expected of the appointed, "Keeper of the Town Common." Evans relayed that this position should be one of, "eyes and ears for the Select Board," providing information about conditions and needs of the Town Common in a timely fashion.

Richardson informed the Select Board that she had spoken with Jeff Russ and Steve Frisk about repairing the fountain pump and Zumbruski stated that it had stopped working in September, but that he had little knowledge about it.

**Correspondence:** None at this time.

**Warrants:** Evans read the Warrant amounts:

<b>Equipment Fund:</b>	<b>\$ 5,990.00</b>
<b>General Fund:</b>	<b>437.29</b>
<b>General Fund:</b>	<b>14,724.00</b>
<b>General Fund:</b>	<b>12,059.33</b>
<b>General Fund: (School Payment)</b>	<b>658,358.59</b>
<b>Highway Department:</b>	<b>17,813.89</b>
<b>Equipment Fund:</b>	<b>8,779.71</b>
<b>Payroll:</b>	<b>11,064.25</b>

and Marrow made a motion: **To approve the Warrants,** seconded by Evans and carried by those in attendance.

**Reports: Highway Department:** Zumbruski reported that the West Townshend Stone Arch Bridge Project on Back Windham Road had begun and was on schedule. He reported that he would be regularly monitoring the progress.

Effective June 10, 2024, that bridge was closed to all traffic and would remain closed until the repair and construction work were completed in September. The Highway Department has provided signage to stop and detour traffic.

Zumbruski also informed the Select Board that the Highway Department would begin culvert replacements this week, as planned.

**Treasurer's Report:** Evans reported that the Treasurer had a balance of \$14,724.00, after expenses.

**Town Clerk Report:** Evans reported that the Town Clerk's Office had received \$1,561.50 in fees.

**Select Board Chair Report:** None at this time.

**Old Business: Appointments:** Evans suggested tabling the appointments of an Emergency Management Coordinator and Town Website Coordinator until more Select Board members could participate in discussions, and those in attendance agreed.

**New Business: Paving Bid:** Evans informed the Board that only one bid for paving had been received prior to the deadline. Marrow opened the envelope from Bazin Brothers and read that the bid total, (700 cubic yards of gravel at \$4,200.00 and 205 tons of Type II and Type IV pavement at \$27,880.00), for repaving the Stone Arch Bridge and a section of Back Windham Road was \$32,080.00. Marrow then made a motion: **To accept the bid from Bazin Brothers for paving on Back Windham Road in the amount of \$32,080.00**, seconded by Evans and carried by those in attendance.

**Town Hall Cleaner Position:** Evans reported on a very successful clean-out day at Town Hall and thanked all of those who assisted in the effort. Evans further reported that Brian Peters had done an extremely good job of cleaning and recommended that he be hired for the cleaning position - anticipated to not require more than four hours per week, on average. Evans then made a motion: **To hire Brian Peters for the Town Hall cleaner position**, seconded by Marrow and carried by those in attendance.

**Other Business:** Martin was recognized and asked that the Select Board consider adding metal recycling to Townshend's waste collection and recycling services. Brief discussion followed.

**Executive Session:** None at this time.

**Next Meeting:** June 25, 2024, at 6:00 PM in the Town Hall..

**Adjournment:** Evans made a Motion: **To adjourn at 6:20 PM**, carried by those in attendance.

Respectfully submitted,

Craig K. Hunt