



TOWN OF TOWNSHEND
Selectboard Meeting Agenda
June 25, 2024 6:00 PM
Townshend Town Hall
Approved: 7/9/2024

Present: Allie Evans, Katie Marrow, Kate Jansak, Sherwood Lake, Nick Suarez (via ZOOM)

In Attendance: Brian Guerino – BCTV Tech, Connie Holt – SB Assistant

1. **Meeting Call to Order:** Evans calls the meeting to order at 6:01pm
2. **Approval of Minutes:** Marrow makes a motion to approve the June 11, 2024 regular Selectboard meeting minutes. Jansak seconds the motion. Lake challenges the meeting minutes based on hiring Craig Hunt to do the minutes. He states that Evans did not have the authority to hire Hunt for minute taking. Vote is 2-1-2 – motion fails. The minutes are not approved.
3. **Additions and Deletions:** Evans reads the additions to the agenda.
 - a. Correspondence (5b): Craig Hunt
 - b. Correspondence (5c): Andy Snelling
 - c. Old Business (8e): Vermont Municipal Equipment Loan Update and Promissory Note
 - d. Old Business (8f): Skatepark Proposal
 - e. New Business (9b): Roadside Mower
 - f. New Business (9c): State of VT Childcare Credit effective July 1, 2024
 - f. Executive Session - 1 V.S.A. 313(a)(2): resident issue
4. **Members of the Public:**
 - a. **State Senator Nader Hashim:** Senator Hashim updates the Board on the traffic enforcement law. Marrow expresses a concern for the driver's privacy. Hashim clarifies that the bill concerns only construction zones and that the data collected is temporary and the camera only kicks in if you are speeding. Lake raises his concern about double digit tax increase. Hashim acknowledges that it is difficult. He states that the legislator is constitutionally obligated to fund education. So, when the towns submit their education budgets the state must fund them. He recommends that people get involved in their school budgeting process. Jansak points out that Townshend is obligated to do a reappraisal, but companies are declining our bid because they are waiting on direction from the State. She asks what we can do about it. Hashim says he will look into it.
 - b. **Glen Beattie – Fire Dept:** Fire Chief Beattie addresses the Board on two matters;
 - i. The Cooperative Agreement for the old brush truck. Townshend needs to sign the agreement. The Board decides to have Allie sign on behalf of the Board.
 - ii. The Fire Dept Budget. Beattie says he is here to answer questions. Evans states her concerns about rolling over contingency funds to the next fiscal year. She states that no other departments have such a fund and do not roll over money. Beattie states that the contingency fund was created on the suggestion of the selectboard for a new fire truck. Every year the Fire department submits their budget to the Select Board for approval. The Board has approved the budgets and the rolling over of unused monies.

Beattie points out that the town is funding 50% of the fire department budget and the Association is funding the other 50%. The roughly \$15,000 in the contingency fund is there for emergency repairs to the aging equipment. The left-over funds would be moved into the reserve account for a new truck.

Lake makes a motion to direct the treasurer to pay from the Fire Department budget funds that remain at the close of fiscal year 2024 and deposit them into the new fire truck reserve account. Marrow seconds the motion. Motion carries 3-0-2.

5. **Correspondence:**

a. **Green Up Day:** Evans reads a thank you card from students involved with Green Up Day.

b. **Craig Hunt letter:** Evans reads the letter from Hunt regarding the sale of scrap metal. The Board directs Connie Holt to look into and respond to Mr. Hunts letter.

c. **Andy Snelling email:** Evans reads the email from Mr. Snelling regarding hazardous waste at the Town Garage site. The Board directs Zumbruski to contact Scot Jensen from the State to do a site visit.

6. **Warrants:** Jansak makes a motion to pay warrants 1 – 9.

Payroll: \$12,236.29

Payroll Taxes: \$4,956.08

General Fund: \$865.95

General Fund: \$20,103.14

General Fund (SAB): \$139,818.00

General Fund: \$1,905.00

Highway: \$4,893.93

Highway: \$40,003.60

Highway Equipment: \$3,380.38

TOTAL:\$228,162.37

Marrow seconds the motion. Motion carries 3-01.

7. **Reports:**

1. **Highway:** Zumbruski gives the report. The gravel crushing has begun at the town pit. The new backhoe and trailer have been delivered. He reports that Townshend currently has two VTrans culvert & ditching grants. Zumbruski requests that the Board approve contracting with Jeff Nugent from Windham Regional Commission for training on VTrans grants. Marrow makes a motion to approve entering into a contract with WRC for Jeff Nugent to consult on our 2 VTrans grants. Lake seconds the motion. Marrow amends her motion to include authorizing the chair to sign on behalf of the Board. Lake seconds her amendment. Motion carries 5-0-0.

2. **Treasurer:** Evans gives the report. She reports that there is \$662,005.60 in the municipal investment fund and \$30,000 in the checking account.

3. **Town Clerk:** No report

4. **Chair:**

a. Library Trustees invited to meet with Selectboard: Evans confirms that a majority of the Select Board will attend the meeting with the Library Trustees.

b. Town Resident issue: Evans tables her report until the next meeting.

c. **Police Meeting:** Evans reports that she attended the informational meeting on regional policing held by the Windham County Sheriff department.

d. **Budget Meetings:** Evans announces that she would like to start holding budget meetings sooner rather than later. She suggests that the Selectboard hold meetings on certain aspects of the budget. She asks the Select Board think about which topics they would be interested in taking on.

8. **Old Business:**

a. **VTrans Road Ditching Grants:** see above.

b. **Town Reappraisal Update:** Helen Holt, Lister, gives an update on the reappraisal process. The town issued an RFP to conduct the reappraisal. No company has put in a bid. The listers notified the state of this situation. The listers are waiting for a response and direction from the state. She states that the town is in limbo and does not know what will happen since we cannot do the reappraisal. She requests that the Selectboard sign the acknowledgement letter from the state, and she will update the Board as she gets more information.

c. **Grant Coordinator Update:** Marrow gives an update on the work she has been doing on obtaining grants. She continues to do research on what needs to be repaired on the fountain and how to go about doing that in preparation for submitting a T-Mobile Grant application. She is compiling a list of contractors through the State Preservation Department and the Vermont Preservation Trust. The Board will need to decide whether to apply for a grant for town hall in August. Board directs Holt to contact the contractors to schedule estimates. The PACIF MTAP grant to upgrade the Fire Alarm System requires getting estimates from their preferred vendors. Board directs Holt to contact PACIF preferred vendors.

d. **Appointment Positions:** “Local Aid Coordinator”

e. **VT Municipal Equipment Loan Update:** Suarez gives an update on the approval of the State Municipal Equipment Loan Program. The town was approved by the state for the loan but the amount was maxed out at \$299,600.00. That would leave a balance of around \$100,000.00 that the town would have to come up with. Originally, the Selectboard applied for a loan that would cover the entire amount. There is a discussion about the impact of getting a lessor loan on the plan to obtain three pieces of equipment (Grader, Backhoe, renting an excavator). The select board decides not to pursue the state loan. Lake makes a motion to lease the grader with an option to bring this up later such as budget time or town meeting time. Marrow seconds the motion. Motion carries 5-0-0.

Lake makes a motion to vacate the motion made and voted on 5/14/24 regarding the John Deere Grader. Marrow seconds the motion., Motion carries 5-0-0.

f. **Skatepark Proposal:** Allie Dercoli and Keith Powers, both residents, present a proposal to build a skate park in Townshend. The Board raises the issue of donating land and insurance liability. Powers’ proposal is to have the park construction funded privately in order to focus on just a skate park. Evans directs them to the Recreation Committee to start the engagement with the town.

9. **New Business:**

a. **Sullivan & Powers Audit contract:** Lake makes a motion to sign the Sullivan & Powers contract for Fiscal Year 2025. Marrow seconds the motion. Motion carries 4-0-0.

b. **Roadside Mower:** Marrow makes a motion to approve Pete's Roadside Mower contract for 10 days at \$10,850.00 and to authorize Evans to sign on behalf of the Board. Lake seconds the motion. Motion carries 4-0-0.

c. **VT Childcare Credit** – effective July1, 2024: Lake makes a motion to pay in full the new Childcare Credit tax for this calendar year not to exceed \$1,800.00. Marrow seconds the motion. Motion carries 4-0-0.

10. **Executive Session:** 1 V.S.A. 313(a)(2): Board decides to not go into executive session.

11. **Next Regularly Scheduled Meeting:** Tuesday, July 9, 2024 at 6:00pm

12. **Adjournment:** Lake makes a motion to adjourn. Marrow seconds the motion. Motion carries 4-0-0. Meeting is adjourned at 9:48pm.