



# TOWN OF TOWNSHEND

Selectboard

PO Box 223 Townshend, Vermont 05353

## Selectboard Meeting Agenda

July 23, 2023 6:00 PM

Townshend Town Hall

Approved: 8/13/24

**Present:** Allie Evans, Katie Marrow, Sherwood Lake, Nick Suarez

**Not Present:** Kate Jansak.

**In Attendance:** Brian Guerino – BCTV Tech, Connie Holt – Select Board Assistant

1. **Meeting Call to Order:** Evans calls the meeting to order at 6:01pm
2. **Approval of Minutes:** Lake makes a motion to approve the July 9, 2024 regular Selectboard meeting minutes. Suarez seconds the motion. Motion carries 4-0-0. Marrow makes a motion to approve the July 19, 2024 special Selectboard meeting. Lake seconds the motion. Motion carries 4-0-0.
3. **Additions and Deletions:** Evans reads through the additions to the agenda.
  - a. Old Business: Grant Coordinator report
  - b. Old Business: Budgetary Projects for Selectboard
  - c. New Business: Common Use request: Boy Scouts
4. **Members of the Public:** None
5. **Correspondence:**
  - a. **Sherwood Lake letter:** Lake states that he made an administrative request that has been supplied to him. He will read through it and get back to the Board if he has any concerns. Lake states that he thinks that decisions need to fall back on the Board to decide. Evans asks Lake if he thinks she should have called a special selectboard meeting to decide to hire a note taker. Lake states that the Board should err on the side caution and can fall back on transcribing notes from the BCTV video.
6. **Warrants:** Suarez makes a motion to pay warrants. Marrow seconds the motion.

Payroll	\$16,598.70
Payroll Taxes	\$7,217.05
General Fund	\$11,326.89
Highway	\$10,300.00
Highway	\$7,469.22
Highway Equipment	\$14,804.11
Fire Dept	\$962.92
<b>Total:</b>	<b>\$68,678.89</b>

Motion carries 4-0-0.
7. **Reports:**

1. **Highway:** Zumbruski gives the report. He states that it has been a productive couple of weeks. The equipment is all running well. The road crew is replacing culverts and ditching the roads. In the next couple of weeks, the road will start on the VTrans project on Brookline Road. The road will not be closed but expect delays.

Zumbruski also reports that there have been complaints about vehicles too close to the road and goats in the road on Grafton Road. Lake ask Zumbruski to move the speed sign in West Townshend closer to Warden Road. Laura Richardson, resident, asks if the gate to the transfer station can be closed when the road crew leaves to cut down on dumping when the transfer station is not open.

2. **Treasurer:** Evans brings to the attention of the Board the balance sheet report. She states that she is working on a report to give to the Board at board meetings.

3. **Town Clerk:** The clerk took in \$1,496.50 in fees and services.

4. **Chair:**

a. Announcement of VLCT Webinar: Managing Your Highway Team. Evans informs the Board of the webinar and asks if anyone is interested in attending.

b. Evans informs the Board that she will be signing the final agreement with FEMA to receive the last of the funds for the 7/10/23 storm.

8. **Old Business:**

a. **Bob DeSiervo document on generators:** In the absence of Bob DeSiervo, Rick Matchke, planning commission member, summarizes the recommendation of the planning commission on a generator for the town garage. Matchke states that the planning commission is recommending the LP generator because it is a propane generator and there is a local service rep. The generator is a 38KW, 200AMP generator that costs \$33,000 not including installation. He states that funding still needs to be obtained. Marrow adds that the town has submitted a preapplication for a grant from FEMA for the generator.

b. **Grant Coordinator report:** Marrow gives her monthly update on grants. She reports that she continues to do the research and the prep to submit a grant for the repair and preservation of the fountain. There is a discussion about John Evans work to get the fountain working for Fair Day. Marrow states that it will not affect the grant application. Marrow reports that she is pursuing FEMA grants alongside the VTrans grants for repair and mitigation for the roads as well as generators. She continues to explore grant funds for repair to the Town Hall roof and fire systems.

c. **Budgetary Projects for Selectboard:** Evans leads a discussion on budgetary areas for the Selectboard to work on. The Selectboard chose areas they are interested in working on. Suarez chooses the Dam and Solar/Electric, Marrow chooses healthcare, Lake chooses Computer/IT. Matchke volunteers to work on the Bald Mountain State Park trails.

9. **New Business:**

a. **Windham County Humane Society Contract:** Marrow makes a motion to approve the WCHS annual contract. Lake seconds the motion. Marrow clarifies that the contract includes a \$30.00 fee for housing and a \$12.00 administrative fee. The housing fee is paid for by the owner. Motion carries 4-0-0.

b. **Oil Contract:** Lake makes a motion to enter an oil contract with Dead River. Marrow seconds the motion. Motion carries 4-0-0.

c. **Laptop for Select Boar Chair:** Lake volunteers to research the cost of a laptop and security costs from the IT company. He will bring that information back to the Board at the next Board meeting.

d. **Common Use request:** Boy Scouts request use of the Common on Sunday, September 24, 2024. Lake makes a motion to approve the Boy Scouts request to use the Common on September 24, 2024 and to have Evans sign on behalf of the Board. Suarez seconds the motion. Suarez requests that Holt get a clarification on the date. He thinks Sunday is the 22<sup>nd</sup>. Lake amends his motion to include waiving the fee. Suarez seconds the amendment. Evans raises the issue that in the future the Board should discuss if the fee is waived should the town institute a security deposit. Motion carries 4-0-0. The request is approved.

10. **Executive Session:** N/A

11. **Next Regularly Scheduled Meeting:** Tuesday, August 13, 2024 at 6:00pm

12. **Adjournment:** Evans makes a motion to adjourn. Suarez second the motion. Marrow points out to the Board that as of July 1<sup>st</sup> there has been some changes to the open meeting law and the Board should familiarize themselves with the changes. Motion carries 4-0-0. The meeting is adjourned at 7:20pm.