



# TOWN OF TOWNSHEND

Selectboard

PO Box 223 Townshend, Vermont 05353

## Selectboard Meeting Agenda

July 9, 2024 6:00 PM

Townshend Town Hall

Approved: 7/23/24

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

**In Attendance:** Brian Guerino – BCTV Tech, Connie Holt – SB Assistant, Jeremy Zumbruski – Highway Foreman

1. **Meeting Call to Order:** Evans calls the meeting to order at 6:05pm.
2. **Approval of Minutes:** Marrow makes a motion to approve the June 25, 2024 regular Selectboard meeting minutes. Jansak seconds the motion. Suarez clarifies that in 8(b) the loan application was never to cover the full amount. There was always going to be a balance to cover. Evans states that the objection to the 6/11/24 meeting minutes that was raised at the 6/25/24 select board meeting was looked into with VLCT. It was conformed that she had the authority to hire a replacement for the note taking at the 6/11/25 select board meeting. Lake responds that she needed the input of the Select Board. Motion carries 5-0-0. The 6/25/24 meeting minutes are approved.

Jansak makes a motion to approve the June 11, 2024 regular Selectboard meeting minutes. Suarez seconds the motion. Motion carries 3-1-1.

3. **Additions and Deletions:**
  - a. Fire Dept Scuba Invoice
  - b. Highway Dept. Equipment: depreciation schedule with deadline
  - c. Select Board Meeting location conflict on 8/13/24.
  - d. Correspondence form Sherwood Lake

Suarez moves to strike the Fire Dept Scuba invoice. There is a discussion regarding striking it. The Boards decides to keep the item on the agenda.

4. **Members of the Public:** None

5. **Correspondence:**
  - A. **Sherwood Lake:** Local Emergency Management Plan document: Lake reports that the Emergency Management Plan has been submitted to the State, but the Town needs to send in the signature page. Lake makes a motion to accept the Emergency Management Plan for the town. Marrow seconds the motion. Lake explains that he signs the document because he has done the training, but the Select Board Chair also needs to sign. Evans inquires if Lake could serve as the EMD if not appointed Incident Commander. Lake says no. Evan asks where the money comes from for up to \$15,000 of authorized spending. Lake states that it is covered in the FEMA application. Town resident, Laura Richardson, asks if the EMD can declare martial

law. Lake confirms that he can but would not do without the involvement of the Board. Motion carries 4-0-1.

6. **Warrants:** Jansak makes a motion to pay warrants 1 – 10. Marrow seconds the motion.

1. Payroll:	\$11,166.57
2. Payroll Taxes:	\$5,267.22
3. General Fund:	\$202.34
4. General Fund:	\$15.99
5. General Fund	\$44,2295.47
6. Highway:	\$645.28
7. Highway Equipment:	\$836.32
8. Highway Equipment:	\$974.69
9. Gazebo:	\$236.40
10. Stone Arch Bridge:	\$88,344.00
<b>TOTAL:</b>	<b>\$151,984.28</b>

Evans raises that on the of the highway warrants has 47.34 in taxes that the town is not required to pay. Jansak points out that the large amount for the General Fund warrant was due to annual or quarterly dues payments. Jansak amends her motion to pay the warrant except for the 47.34 tax on highway equipment. Marrow seconds the amended motion. Motion carries 5-0-0.

7. **Reports:**

1. **Highway:** Zumbruski gives the report. The Stone Arch Bridge project is back on track and meeting their bench marks. The new highway equipment has arrived. The road crew is working on the ditching of roads. Zumbruski met with Jeff Nugent regarding the FY23 VTrans grants for ditching. He is waiting for the pre-construction approval. Then the crew will begin working on those roads. Lake asks about the extended and modified road crew schedules in order to maximize mowing. Zumbruski says that it would not work. They will focus on the priority roads and see what they can get done.

2. **Treasurer:** Evans directs the Board to the M&T sheet. She reports that she and Holt met with NEMRC who stated that the Town is in good financial shape at the close out Fiscal Year 2024. She states that we are still developing a report that will show what the Town has in funds after paying it obligations. Evans and Lake discuss creating a FEMA fund separate from the Highway Department budget.

3. **Town Clerk:** Evans reports that the Town Clark took in \$453.90 in fees and services.

4. **Chair:**

a. Setting the tax rate at the July 23<sup>rd</sup> Select Board meeting: Evans states that there is a time crunch from when we set the tax rate to when the bills go out. She states that we can either keep the current timeline or change the date that taxes are due. The Select Board decides to do what it takes to keep the current due date on taxes.

b. Evans reports back on her meeting with the new elementary school principal. She reports that it was a very positive meeting on his first day in Townshend. She will follow up with him as he settles into his position. Lake comments that the children should not be playing in the new gazebo.

8. **Old Business:**

a. **Appointments: Local Aid Coordinator:** Evans makes a motion to appoint Ellenka Wilson as the Local Aid Coordinator. Lake seconds the motion. Marrow points out that since it is a new appointment position the Select Board should first create the new position then appoint someone to the position. Evans amends her motion to create the appointment position of Local Aid Coordinator. Lake seconds the revised motion. Lake asks what the scope of work is. Evans states that it to provide aid to residents as needs arise. Lake states that it is different from the original scope of work but he thinks it is more appropriate. Motion carries 5-0-0.

Suarez nominates Ellenka Wilson to the position of Local Aid Coordinator. Jansak seconds the nomination. The nomination and appointment carries 5-0-0.

b. **Budget Projects for Select Board:** Evans requests that the Board grab ahold of a budget area, research it, and bring it back to the Board. Marrow agrees that it is a good idea. Jansak suggests getting the contact information for the vendors/contractors in order to reach out to them. Board directs Holt to put together a list of the budget areas and get any relevant contact information together.

9. **New Business:**

a. **Fountain repairs:** Marrow leads a conversation on the condition of the fountain. There is a leak in the water pipe over by the school. The filter gets clogged by pollen which causes it to burn out faster. Evans states that three people will report back on their findings at the next Select Board meeting.: John Evans, Jeff Russ, and Jeffers Plumbing.

b. **Sewers mowing maintenance:** Evans reports that she has been looking into the maintenance of the septic fields for the Grace Cottage Hospital and the Elementary School. The Board agrees with Evans that the Select Board should engage the Hospital, the Elementary, and the West Street Septic on the matter of maintenance.

c. **Fire Dept SCVA Invoice:** Lake explains the invoice from SCVA breathing apparatus for the Fire dept. He states that the Fire Dept Association is paying for that cost, not the town.

d. **Highway Dept. Equipment:** depreciation schedule with deadline: Zumbruski says that John Deere does not have one. Holt states that Helen Holt is checking with Newfane. Evans states that it will be revisited at the next Select Board meeting.

e. **Scheduling conflict with August 13, 2024 Select Board meeting:** Evans reports that due to the primary election being held at Town Hall there is a conflict with that date for the Select Board meeting. Holt is directed to see if Dutton gym is available for the meeting.

10. **Executive Session:** 1 V.S.A. 313(a)(5) and 1 V.S.A. 313(a)(3): Lake makes the motion to adjourn the regular meeting. Suarez seconds the motion. Motion carries 5-0-0. Evans ends the meeting at 7:41pm and moves the Select Board into executive session.

11. **Next Regularly Scheduled Meeting:** Tuesday, July 23, 2024 at 6:00pm

