



TOWN OF TOWNSHEND
Selectboard
PO Box 223 Townshend, Vermont 05353

Selectboard Meeting Agenda
August 13, 2024 6:00 PM
Dutton Gym
Approved: 8/27/24

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

Not Present: Kate Jansak

In Attendance: Brian Guerino – BCTV, Connie Holt, Jeremy Zumbruski

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 July 23, 2024 regular Selectboard meeting minutes. Suarez seconds the motion. Motion carries 4-0-0. Marrow mentions that in section 9c, she mentioned the issue of a tablet for the Road Foreman.
3. **Additions and Deletions:**
 1. Old Business (8e): Plan for old grader
4. **Members of the Public:** Laura Richardson resigns as The Keeper of the Common position.
5. **Correspondence:** None
6. **Warrants:** Suarez makes a motion to approve the warrants. Evans reads the warrants;

1. 7/28/24 Payroll:	\$13,411.55
2. 7/28/24 Payroll Taxes:	\$6,250.05
3. 8/11/24 Payroll:	\$17,267.02
4. 8/11/24 Payroll Taxes:	\$6,900.35
5. General Fund:	\$16,299.93
6. General Fund:	\$195.76
7. Highway:	\$12,166.69
8. Highway Equipment:	\$13,150.15
9. Final Stone Arch Bridge payment:	\$46,698.88
Total:	\$132,340.38

Marrow seconds the motion. Motion carries 4-0-0.

Evans asks what the Town pays for and what the Fire Dept organization pays for. Lake replies that the Town pays for the upkeep of the equipment and fire station, because they are owned by the town. The Fire Dept Association pays for everything on the firefighters' backs.

7. **Reports:**

1. **Highway:** Zumbruski gives the report. He reports that the Stone Arch Bridge restoration is moving along. He thinks they are only one and half week behind schedule. He reports that the road crew is currently on Brookline Road ditching per the VTrans grant. He reports that there was no damage to the roads from the recent storms. Evans asks about the disposal of old tires at the garage. After a brief discussion the selectboard decides that Zumbruski will keep the tires he thinks can be of use. The other tires will be disposed of. Zumbruski is directed to get a quote from Tire Barn to remove. Zumbruski will also give a description of the tires to the Town Clerk or Connie Holt for them to advertise on Front Porch Forum.

Evans asks Zumbruski to update the Board on the issue of the trees in the gravel pit. Zumbruski states that in order to do more gravel crushing the Town will need to expand out. That will require removing trees. After a brief discussion, the Selectboard decides that Zumbruski will reach out to local cutters to see if there is any interest in cutting some trees. The Selectboard will then need to decide who will do the stumping of the trees. Lake suggests that the Town put this also on Front Porch Forum.

Evans asks Zumbruski about the plan for the old grader. After a discussion, the Board decides to pursue the disposal of the old grader. Zumbruski is directed to write up a detailed description of the grader to put up for sale on the VLR website, Facebook Market Place, Front Porch Forum, and Munic-bid. In addition to pursuing selling, Zumbruski is directed to obtain a quote from a mechanic to evaluate the condition of the grader. Zumbruski is directed to reach out to Colin Nystrom and UNITED about the cost to evaluate the grader. Marrow raises the concern of moving the grader. She suggests that the Board needs a plan to move the grader safely.

Lake makes a motion to direct Zumbruski to get a price from a professional to look into the problems with the grader. Suarez seconds the motion. Marrow asks that the motion be amended to include a scrape metal quote. Lake amends the motion to include getting a scrap metal quote. Suarez seconds the amendment. Motion carries 4-0-0.

2. **Treasurer:** Evans directs the Board's attention to the trial balance report.

3. **Town Clerk:** Evans reports that the Town Clerk took in \$1,524.00 in fees and services.

4. **Chair:** Evans reports on the following.

a. **PACIF Claims Cost Report:** Evans directs the Board's attention to the cost claim report and explains it is a report on the claims filed and paid out to the Town by PACIF.

b. **VLCT Ordinance Training:** Evans reports on the webinar. Lake states that he does not think going down the road of ordinances really pertain to small towns.

c. **Budgetary Projects Monthly Updates:** Evans asks for updates from the Select Board on the work they have done in the budgetary areas they chose. Marrow states she has made no progress on Healthcare. Suarez reports that he has made no progress on Dam and Energy. Lake reports that he will have a cyber and IT report for the Board at the next meeting. Evans reports that she will have a report on Trash on the next selectboard meeting. Evans also reports that she met with the hospital regarding maintaining the septic field. They agreed to mow the area. She is working on getting it in writing.

8. **Old Business:**

a. **Common Use Request:** revised Boy Scout's request: Marrow makes a motion to approve the Boy Scouts request to use the Common on September 7, 2024 from 1 – 5pm, to waive the fees, authorize Evans to sign on behalf of the Board, and to notify the group ahead of time that vehicles are not allowed on the Common. Suarez seconds the motion. Motion carries 4-0-0.

b. **Computer for Select Board Chair:** Lake summarizes his recommendation to purchase five MAC Book computers for the Select Board to do their town work on. He states that this would allow for the controlling of information and reduce the liability to the town. He also states that it reduces the liability to the Select Board members. He recommends MAC books because the quality of the machine holds up longer. There is a discussion of the cost impact on Europa IT managing 5 additional computers and a tablet for the Road Foreman. The Board directs Marrow and Holt to have a conversation with Europa IT to clarify the cost.

c. **Grace Cottage Hospital mowing/maintaining septic field:** See above

d. **Application for Local Economic Recovery Grant:** Marrow reports on the Economic Recovery Allocation available to Townshend. The Board decides to accept the \$20,000.00 and then to decide at the 8/27 Board meeting what it will be used for. The Board decides to direct the Treasurer to create a general fund line item dedicated the to the allocation in order to track expenses. Lake makes a motion to direct Evans to accept the fund allocation and submit the necessary documents. Suarez seconds the motion. Motion carries 3-0-1.

9. **New Business:**

a. **Sidewalk discussion:** The Board discusses putting together a plan for sidewalk repair. The Board directs Zumbruski to get a quote on how much repair the town can get for the current fund balance.

b. **Town Cyber security policy and plan:** see above

c. **Trash Attendant Job Duties:** Marrow reads through the proposed Trash Attendant job description. In a discussion of the Board, there are minor edits and additions to the job duties. Marrow states once finalized then there will need to be a re-training piece. Lake makes a motion to adopt the Trash Attendants job descript with the modifications discussed tonight. Suarez seconds the motion. Motion carries 4-0-0.

10. **Executive Session:** 1 VSA 313(a)(5) – resident issue: Evans states that there will be an executive session. Marrow makes a motion to go into executive session. Suarez seconds the motion. Motion carries 4-0-0. Suarez makes a motion to invite Holt and Zumbruski to stay for the executive session. Marrow seconds the motion. Motion carries 4-0-0.

11. **Next Regularly Scheduled Meeting:** Tuesday, August 27, 2024, at 6:00pm

12. **Adjournment:** Meeting is adjourned at 8:06pm.

