



TOWN OF TOWNSHEND

Selectboard

PO Box 223 Townshend, Vermont 05353

Selectboard Meeting Agenda

August 27, 2024 6:00 PM

Townshend Town Hall

Approved: 9/10/24

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

In Attendance: Brian Guerrino – BCTV, Connie Holt – SB Assistant

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 August 13, 2024 regular Selectboard meeting minutes. Suarez seconds the motion. Motion carries 5-0-0.
3. **Additions and Deletions:** Evans reads the addition to the agenda.
 1. Old Business (8c): Grant Coordinator Report
4. **Members of the Public:**

Resident Cory Ciklin reports on the Town Hall history document that he is working on with the Planning Commission. Ciklin gives a draft to the Selectboard and requests input on the draft. He states that the document can also be viewed online at the Town's unofficial website.
5. **Correspondence:** David Naughton regarding "Grafton Gran Fondo". Marrow reads the correspondence regarding the bike ride event.

Lake raises that an email from Chad Greenwood has not been read at a Selectboard meeting. He states that all correspondences need to be read at the Selectboard meeting. Holt states that Mr. Greenwood stated that he would come to the selectboard meeting to discuss. That is why it was not read. Lake states it does not matter. The correspondence needs to be read.

6. **Warrants:** Jansak makes a motion to approve warrants. Marrow seconds the motion.

1. Payroll:	\$14,360.83
2. Payroll Taxes:	\$6,212.97
3. Payroll #2:	\$263.10
4. Payroll #2 taxes:	\$41.40
5. General Fund:	\$7,434.75
6. Highway:	\$6,579.92
7. Highway Equipment:	\$15,515.50
8. Gazebo:	\$39.57

TOTAL: \$50,448.04

Motion carries 5-0-0.

7. **Reports:**

1. **Highway:** Zumbruski gives the report and updates on tire disposal, gravel pit tree clearing, old grader, sidewalks, scheduling ANR visit. Zumbruski reports that Scott Jenson from VT ANR visited the town garage to view the drainage at the garage and access to the brook. He stated that it is suitable to the state standards, but mentioned that the town should do a little more grading to get the water to flow into our catch basins.

Tire disposal: Zumbruski reports that he has contacted Pete's and gotten the cost to remove the tires: Smaller tires are \$3.00 to \$18.00 depending on the size. To have Pete's take all the smaller tires it would be approximately \$700.00. The big equipment tires are \$300 - \$500 per tire. It has been posted on Front Porch Forum and we have received one inquiry. He states that if need be, the road crew could take the smaller tires to Pete's a bit at a time. Evans suggests that we post a sign at the transfer station for those who did not see the Front Porch Forum notice.

Town Pit Tree clearing: Zumbruski has spoken to 2 local loggers who have said they would be interested in logging the pit. They suggest that the Town talk to a forester before cutting. Zumbruski will also talk with Hunter Excavating about the cost of stomping the trees after the logging.

Sidewalks: Zumbruski has calls into two contractors and is waiting to hear back from them. Evans points out that 15 years ago the town spent \$63,000 for sidewalks. She adds that \$6,800 in the sidewalk reserve will not get much done.

Old Grader: Zumbruski reports that he has spoken to Colin Nystrom about getting a quote to evaluate the old grader. He has received a quote from UNITED to evaluate the grader. He will give a copy to Holt. He has spoken to Scrap It who will pay \$160.00 per ton. That would get the town only about \$4,000 to \$5,000 tops. In regard to selling the old grader, he has a call into Municbid, and the guy we rented the grader from is interested in purchasing. Marrow states that with all this information she thinks a plan could be made at the next selectboard meeting. Lake states that the plan must follow the procurement policy of getting bids.

Brookline Road ditching (grant project): Zumbruski reports that the project should be done early next week. Then he will need to submit the paperwork for closing out the grant.

Stone Arch Bridge: Zumbruski reports that the project is moving along nicely. They are running about 1.5 to 2 weeks behind. They are currently finishing the drainage and setting up the parapets. Holt gives an update on the Town's responsibilities (guardrails and paving). She states that the Town will need to payout those costs in September and October. She will be receiving a report from the Historical Society treasurer regarding the cost and funds of the project. Then the Selectboard will need to figure where the money is coming from.

2. **Treasurer:** Evans reads the Treasurer's report. There is \$1,686,610.01 in the General Fund Checking account, and \$30,000 in the sweep account. Evans also reads the treasurer's report that there was a typographical error on the tax bills. The interest due on the tax bills reads .05% but should read .50%. The treasurer has updated the .50% in NEMRC, and the tax administration system, and will be calculated correctly.

3. **Town Clerk:** Evans reports that the town clerk took in \$1,136.00 from fees and services from 8/1/24 – 8/15/24.

4. **Chair:** Evans reports to the Board that going forward there will be a SB meeting table packet, at every meeting to reduce paper. Evans gives an update on Grace Cottage Hospital mowing their septic field. She states that they have done a good job mowing and she will be meeting with them on 9/6 to discuss further. She also reports that she is meeting with Windham Solid Waste to discuss the trash collection in Townshend.

8. **Old Business:**

a. **Economic Recovery Allocation:** Marrow reports that the \$20,000 allocation has been received and now the Board needs to decide what to spend the allotment on. The Board discusses Marrow proposal. Lake makes a motion to accept the Grant Coordinators' proposal as it is written. Suarez seconds the motion. Motion fails 1-2-2. Board decides to look into it more and discuss at the next Selectboard meeting.

b. **Select Board reports on their project progress:** Lake states he is not ready to report on a cyber security policy. Evans states she is meeting with Windham Solid Waste and will report at the next meeting.

c. **Grant Coordinator Report:** Katie Marrow gives an update on her grant work. 7 Hazard Mitigation grants are in the pre-application phase. She will be submitting the fountain restoration grant by the 3rd week in September. The fountain restoration grant will be awarded on November 15th. If we are awarded the grant, the funds are available in December and the Town has one year to spend the funds. At the 1st Selectboard meeting in September Marrow will show the fountain restoration renderings. She continues to try to find a contractor for the town hall roof repair to put into a VT Historic Preservation grant.

9. **New Business:**

a. **Bartlett Tree Service Contract:** Evans informs the Board that the Tree Maintenance Contract has come in and she suggests putting it to bid. The Board directs Holt to research; what the current contract covers, when was the last fertilization, and is it too late to do a fertilization.

b. **Fire Pond Funding Agreement:** Brian Schmidt from the Fire Department updates the Board on the yearly grant to cover the Fire Pond(s). He informs the Board that he has signed and submitted the grant.

c. **Town Rep to Valley Village (formerly Valley Cares):** Lake makes a motion to appoint Eric Scott to the position of Town Representative to the Valley Village (formerly Valley Cares) Board. Suarez seconds the motion. Motion carries 5-0-0.

Laura Richardson, resident, submits her resignation as the Keeper of the Common. The Board accepts her resignation.

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

11. **Next Regularly Scheduled Meeting:** Tuesday, September 10, 2024 at 6:00pm

12. **Adjournment:** Jansak makes a motion to adjourn. Suarez seconds the motion. Motion carries 5-0-0. The meeting is adjourned at 8:04pm.