



TOWN OF TOWNSHEND
Selectboard
PO Box 223 Townshend, Vermont 05353

Selectboard Meeting Minutes
September 10, 2024 6:00 PM
Townshend Town Hall
Approved: 9/24/24

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

Not Present: Sherwood Lake

In Attendance: Brian Guerrino – BCTV, Connie Holt – Selectboard 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 27, 2024, regular Selectboard meeting minutes. Suarez seconds the motion. Motion carries 4-0-0.
3. **Additions and Deletions:** Evans reads the additions to the agenda.
 - a. Correspondence (5b): State Reappraisal
 - b. Correspondence (5c): Susan Hunt
 - c. New Business (9e): Planning Commission
 - d. New Business (9f): Town Hall Use Request - Erik Jacobs
 - e. New Business (9g): Common Use Request - Trunk or Treat
 - f. New Business (9h): Town Hall Use Request – Leland & Gray Musical rehearsals
4. **Members of the Public:**
 - a. Lindsey Chambeau, resident, explains to the Board that the head of the West Street Sewage group is eventually stepping down and she is being asked to head the sewer group. She requests that the town consider playing a role in the initial cost to pump and then get reimbursed. She feels that she cannot take on the burden of paying the initial cost and then get reimbursed. Evans suggests that she do research into other methods of sewer, and that the town research the history of the West Street Sewer group and the town.
 - b. Bob DeSiervo, resident and Planning Commission member, raises two issues;
 1. Generator: He asked for an update on the generator for the garage. Marrow states that the pre-application was submitted, and we are waiting to hear if we are approved to submit an application. We are waiting for an “Invitation to Apply”.
 2. ANR visit to town garage: He asked if we received anything in writing. Zumburski says he didn’t but would ask for a written summary of the review.

DeSiervo requests to be moved up on the agenda. Suarez makes a motion to move the planning commission report up to after the reports. Marrow seconds the motion. Motion carries 3-0-1.

5. **Correspondence:**

a. **Chad Greenwood email:** Marrow reads the email from Mr. Greenwood. Evans states that the old grader issue he is raising will be discussed further on in the agenda. Zumbruski states that the guard rails is on his list of repairs. Marrow suggests re-visiting the issue at the next Selectboard meeting for an update.

b. **State Reappraisal email to Listers:** Marrow reads the email from Helen Holt, lister. The correspondence with the state confirms that the Townshend listers have communicated to the State that they have been unable to secure a company to do the reappraisal. That state responded that no further action is necessary from the town.

c. **Susan Hunt letter:** Marrow reads the letter voicing concern about the speeding cars and trucks on Rte. 35 between East Hill Road and Mike Bills driveway bridge. She asks the Board to do something such as posts more signs or a sign saying Densely Populated. The Board and the members of the public agree it is a problem, but a few people state that signs are ineffective. Evans states that this is related to the topic that Sheriff Anderson will speak on later in the agenda.

6. **Warrants:** Jansak makes a motion to pay warrants 1- 5.

Payroll: \$13,235.04

Payroll Taxes: \$5,930.64

General Fund: \$13,377.70

Highway: \$24,739.50

Highway Equipment: \$2,191.71

Total: \$59,474.59

DeSiervo raises the concern that the WRC invoice for the Town Report work was paid without communication to the Planning Commission.

Suarez seconds the motion. Motion carries 3-0-1.

7. **Reports:**

1. **Highway:** Zumbruski gives the report. He reports that the 12/18/23 FEMA storm event application has been submitted and received by FEMA. The Stone Arch Bridge preservation project is moving along. They should have the scaffolding out of the water by October 1st. Marrow requests that Cara Cain be notified of the date that the bridge will open and safe for pedestrian crossing. Zumbruski states that he will ask on Monday when he sees Brian Post.

Zumbruski reports on an accident that occurred last Thursday on Townshend Acres. The excavator hit a truck. A claim has been filed with the town's insurance provider. DeSiervo states that flagging is very important. Warren Beattie, resident, points out that a Class 2 road does not require flaggers and does not warrant increasing the road crew.

Warren Beattie asks about the paving projects. Zumbruski states that bids have been put out on the paving projects. The Rte 35 paving project is hopefully scheduled for next year. The patching on Windham Hill Road should happen this fall.

2. **Treasurer:** Evans reads the Treasurers report. There is \$1,808,855.29 in the General Fund Checking account. There is \$30,000.00 in the Sweep Account. The town is waiting on the FY25 ACT 68 Cash Flow prior to paying the Education bill.

3. **Town Clerk:** Evans reads the Clerk's report. The clerk took in \$1,334.50 in fees and services.

4. **Chair:**

a. VLCT Municipal Budgeting webinar: Evans announces a VLCT webinar on budgeting. She states that Connie Holt will attend and states if anyone else wants to attend please let Connie know and she will register you.

b. Rescue Inc Town Consortium: Evans announces the Rescue Inc Town Consortium event. She states that Jansak will be attending and if anyone wishes to attend, please let her know.

c. Selectboard – 6 month check-in at 9/24/24 meeting: Evans announces that at the next Selectboard meeting there will be a six month board check-in on how we feel we are doing as aboard.

d. Grace Cottage Hospital Mowing update: Evans and Jansak report back on the meeting with Grace Cottage hospital regarding the mowing of the septic fields. Jansak reports that the hospital will be talking with the elementary school and getting back to the town.

d. Action Items follow up: Evans asks Holt to run through the action items coming out of the 8/13/24:

1. Free Tire Signs for the transfer station: it has not been done.
2. Forester regarding the trees at the town pit: Zumbruski has two loggers that will bring in their forester if they get the job. Holt contacted the county state forester, but he is out west firefighting until mid-September. Should hear back from him when he returns.
3. Stumping at the pit: Zumbruski has a call into Hunter excavation for an estimate.
4. Job Description to Transfer Station: Marrow met with Eddie Benoit last week.
5. Financial update on the Stone Arch Bridge: Holt gave the project update and believes there will be some money from the special article left to go towards the guardrails.
6. Fire Pond Funds: Holt reports that the treasurer and Lake discussed and agreed that the money would be put into the Fire Department CD.

New Business (9e): Planning Commission: DeSiervo reports on the Commission soliciting estimates for an ADA design to put into an RFP. He reports that they reached out to three architect firms. One did not respond, one quoted \$25,000.00, and Metcalfe quoted \$5,800.00. The Commission requests that the Selectboard approve hiring Metcalfe to draw up designs to put into an RFP. There is a discussion about the cost, and if there is need to get a design, rather than just update the current design. DeSiervo confirms that the \$5,800.00 will come out of the special article \$50,000.00 funds. He also confirms that the remaining balance of the special article will cover the renovation work. There is more discussion about the project. Marrow makes a motion to approve the request of the Commission to draw up plans for an RFP not to exceed \$5,800.00. Suarez seconds the motion. Motion carries 3-1-0.

New Business (9a): Windham County Sheriff Mark Anderson describes the work his department is doing to address law enforcement concerns and costs. His department is in favor of a county model but the state has not approved that model. His department is, therefore, entering into shared services contracts with towns who are interested in sharing the cost of a law enforcement contract. He gave the example of Westminster and Putney and of Jamaica and Londonderry. Geographically located towns each getting law enforcement hours and sharing the cost equally. Evans suggests that Townshend reach out to Newfane to discuss law enforcement. She also requests copies of this type of contract.

8. Old Business:

a. **Economic Recovery Allocation Funds:** Marrow runs through her proposal on how to allocate the Economic Recovery Allotment. Suarez makes a motion to approve the proposal without the computer and computer IT allocation. Jansak seconds the motion. After a discussion on her allocation areas, Marrow

changes the proposal to read IT services and deletes “Europa IT”. Suarez amends his motion to approve the allocation in its entirety. Jansak seconds the amendment. Motion carries 3-0-1.

b. **Old Grader plan:** Zumburski makes a recommendation to remove the old grader from Orren Styles property and have UNITED evaluate the machine. Then put it up for sale. Beattie raises the issue of having a lease that may not be approved by the residents at town meeting. He states that it is important to evaluate the old grader and to see if it can be in service if the lease is not approved. Marrow makes a motion to have the grader taken to UNITED for an evaluation. Suarez seconds the motion. Motion carries 3-0-1.

c. **Selectboard Budgetary Projects Reports:** Cyber Security/IT, Trash, Highway Budget Update, Healthcare. The Board decides to discuss these areas at the next Selectboard meeting.

9. **New Business:**

a. **Windham County Sheriff** – Sheriff Anderson (see above)

b. **Open paving bids:** Jansak reads the paving bids for work done on Windham Hill Road and Dam Road. Vermont Road Works submits a bid for \$9,200.00 and Bazin Brothers submits a bid for \$17,823.00. After a discussion of the bids, Marrow makes a motion to approve Vermont Road Works bid for patching Windham Hill Road and 210 square feet on Dam Road for \$9,200.00. Suarez seconds the motion. Motion carries 3-0-1.

c. **Dog Issue:** Evans describes that an issue of a problematic dog in town led to the realization that the town has a draft dog ordinance but not a final approved ordinance. Evans asks Beattie to review the draft and make edits for the Board. Marrow suggests getting Newfane’s ordinance and procedure. She states that it worked well when she lived in Newfane.

d. **Town Hall Use Request:** Valley Village: Evans suggests tabling this until the 9/24 selectboard meeting. The Board agrees.

e. **Planning Commission:** see above

f. **Town Hall Use Request:** Erik Jacobs. Evans suggests tabling this until the 9/24 Selectboard meeting. The Board agrees.

g. **Common Use Request:** Trunk or Treat: Evans suggests tabling this until the 9/24 Selectboard meeting. The Board agrees.

h. **Town Hall Use Request:** Leland & Gray Musical rehearsals: Marrow makes a motion to approve Leland & Gray’s town hall use request and to have Allie sign on behalf of the Board. Suarez seconds the motion. Evans requests that there be a walk through concerning the protection of property and safety. Motion carries 3-0-1.

10. **Executive Session:** n/a

11. **Adjournment:** Suarez makes a motion to adjourn. Marrow second the motion. Motion carries 3-0-1. The meeting is adjourned at 9:02pm.

12. **Next Regularly Scheduled Meeting:** Tuesday, September 24, 2024 at 6:00pm.

