



TOWN OF TOWNSHEND

Selectboard

PO Box 223 Townshend, Vermont 05353

Selectboard Meeting Agenda

September 24, 2024 6:00 PM

Townshend Town Hall

Approved: 10/8/24

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

Not Present: Sherwood Lake

In Attendance: Brian Guerrino – BCTV, Connie Holt – Selectboard Assistant, Jeremy Zumbruski – Highway Foreman.

1. **Meeting Call to Order:** Evans calls the meeting to order at 6:00pm.
2. **Approval of Minutes:** Suarez makes a motion to approve the September 10, 2024 regular Selectboard meeting minutes. Marrow seconds the motion. Jansak states that she would like the minutes to reflect that the State ANR representative said that the garage drainage is ok. Bob DeSiervo, resident and planning commission member would like the minutes to reflect that the Planning Commission recommended a generator for the town garage. The planning commission did not recommend a generator for Town Hall. He also wants the minutes to clarify that Brookline Road is a Class 3 not a Class 2 road. He also wants the minutes to reflect in 9(e) that the planning commission is seeking an RFP that includes plans and sketches not just designs for the Town Hall. Motion carries 3-0-1.
3. **Additions and Deletions:** Evans reads off the addition to the agenda.
 - a. Transfer Station Attendant
4. **Members of the Public:**
 - a. Bob DeSiervo, resident, apologizes for being in a rush at the last Selectboard meeting. He raises a concern about safety in Townshend. He suggests that the Selectboard be proactive and create a safety policy for the town to use when doing anything such as purchasing and planning. Evans asks DeSiervo to draft a policy statement and bring it to the Board. DeSiervo agrees to do that. Marrow volunteers to research a VLCT Safety Policy template.
5. **Correspondence:**
 1. Charlie Marchant: trees cutting. Marrow reads the correspondence. The topic is moved to the Highway Report.

6. **Warrants:** Jansak makes a motion to approve warrants 1-9.

Payroll:	\$13,541.67
Payroll Taxes:	\$6,099.49
General Funds (school taxes):	\$759,310.01
General Funds:	\$600.00
General Funds:	\$2,230.00
General Funds:	\$20,093.04
Highway:	\$7,581.34
Highway Equipment:	\$22,892.20
Highway Equipment:	\$123,501.69
TOTAL:	\$955,849.44

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

7. **Reports:**

1. **Highway:** Zumbruski gives the report. He states that he will go view the trees in question that Charlie is raising and report back to the Board. He reports that the old grader has been moved to the town pit and we are waiting on the written evaluation. Both grants for culvert or ditching projects that we have this year are done: Brookline Road and State Forest Road.

He raises with the Board that Truck 3 went into the shop for routine maintenance and the mechanic says it needs extensive body work. Zumbruski gives the Board the estimate to repair the body and an estimate to install a sander in lieu of body repair. The body repair would be \$26,000.00 and installing the sander would be \$13,000.00. Marrow makes a motion to repair Truck 3 at an expense not to exceed \$30,000.00. Suarez seconds the motion. Evans and Suarez ask to get the resale or trade-in value of Truck 3 is the body work is done or if the sander is installed. Jansak raises the question about where the funds would come from. Evans suggest that we table the issue until the 10/8/24 Selectboard meeting to give us time to get the resale and trade-in value and to consult with the treasurer and the auditor on funding. Motion fails 2-1-1.

Suarez makes a motion to have the Board look into the budget and direct Jeremy to obtain the resale and trade-in value of the truck with the repairs done or the sander installed. Marrow seconds the motion. Motion carries 3-0-1.

Evans asks Zumbruski to do an inventory of road signs for the town. Zumbruski states that he does not have the time right now. Evans say she will note that.

2. **Treasurer:** Evans reads the treasurer's report. The report states that prior to posting these warrants there is \$1,836,749.07 in the General Fund Checking Account and \$30,000.00 in the Sweep Account. The treasurer asks for clarification on paying Zumbruski for attending Selectboard meetings. A discussion is held on the matter. Zumbruski says that he tries to adjust his schedule, but he is still playing catch up on the late start due to equipment issues in the

spring. Marrow and Jansak both state that it is important to have Zumbruski attend Selectboard meetings. Evans states that she will inform the treasurer that no decision was reached at the meeting and that it is a budget item for the budget process.

3. **Town Clerk:** Evans reads the Clerk's report. The clerk took in \$1,788.50 from 9/1/24 – 9/15/24.

4. **Chair:**

i. Discussion on Selectboard 6 month check-in: Evans asks the Board to give feedback. Jansak states that she is still figuring out ways for her to contribute. Suarez states he is figuring out work life balance and figuring out to do this while also working his job. Marrow states that the first year as a Selectboard is a big learning curve. She adds that budget season is a good training opportunity. Evans states that she feels good about the work they have done, and Suarez says he is glad to have a collaborative group.

ii. **Action Items follow-up:** Evans runs through the action items from the 9/10/24 Selectboard meeting to get an update on their completion.

iii. **Budget Calendar:** Evans directs the Board's attention to the proposed budget schedule.

8. **Old Business:**

a. **Budgetary SB Projects:**

i. Trash: Bob Spencer – WSWMD: Spenser gives a summary of the different options of trash collection for Townshend. He also compares it to the surrounding towns. He suggests that the town should obtain data on the amount of people who use the recycling collection. He states that he is exploring the idea of doing a regional RFP to companies for 5 to 7 towns to improve the towns buying power. Suarez makes a motion to have WSWMD prepare a group RFP. Marrow seconds the motion. Motion carries 3-0-1.

ii. Healthcare: Holt gives a summary of the research done to contain healthcare costs. Evans suggest that the Board make a decision on staying with BCBS at the 10/8/24 Selectboard meeting. Marrow offers to send Zumbruski the link to MVP's provider network.

iii. Computer IT: No update from Lake.

iv. Rescue Inc: Jansak gives a summary of the Rescue Inc consortium event. She informs the Board the Rescue Inc contract will increase 1% each year of the 3 year contract.

v. Highway Budget: Holt summarizes that the team has met and are monitoring the budget.

b. **Grant Writing Position:** 6 month review and decision about continuing the position. Suarez makes a motion to extend the position for 6 months. Jansak seconds the motion. Motion carries 3-0-1.

Marrow requests that the Selectboard submit a letter of support for the T-Mobile grant to restore the fountain. Suarez makes a motion to allow Marrow to include a letter of support to the T-Mobile grant for the fountain restoration. Jansak seconds the motion. Motion carries 3-0-1.

Marrow brings to the attention of the Board that there is a potential contractor to do the town hall roof repair. The Board reviews the quote. Suarez makes a motion to allow the Grant Coordinator to apply for the Vermont Preservation Grant for the roof repair to Town Hall. Jansak seconds the motion. Motion carries 3-0-1.

c. **Common Use request:** Trunk or Treat: Marrow makes a motion to approve the Trunk or Treat Common Use request and to authorize Evans to sign on behalf of the Board. Suarez seconds the motion. Motion carries 3-0-1.

d. **Town Hall Use request:** Erik Jacobs – Square Dance: Marrow makes a motion to approve the Election Day Square Dance Town Hall use request and to authorize Evans to sign on behalf of the Board. Suarez seconds the motion. Marrow amends her motion to include waiving the fee. Suarez seconds the amendment. The motion carries 3-0-1.

e. **Town Hall Use request:** Valley Village – Craft Fair: Marrow makes a motion to approve the Craft Fair by Valley Village and to waive the fee and to authorize Evans to sign on behalf of the Board. Suarez seconds the motion. Motion carries 3-0-1.

f. **Bartlett Tree contract:** Jansak makes a motion to contract with Bartlett to supply the restoration treatment to the trees on the Common. Suarez seconds the motion. A discussion is held on the need for the treatment at this point and whether to contract with Bartlett Tree Service. Motion fails 2-2-0. Suarez makes a motion to put the annual tree contract out to bid. Marrow seconds the motion. Motion carries 3-0-1.

g. **Taft Meadows – brush hog:** The Board decides to go ahead with the brush hogging of Taft Meadows. They decide to ask Jim Crozier to walk the area with Ben prior to the brush hogging.

9. **New Business:**

a. **Bull Creek Common Lands:** Hannah Regier from Bull Creek Common Lands informs the Board of the conservation of 340 acres at the head waters of the Bull Creek of which 110 acres falls in Townshend. She requests a letter of support from Townshend. Marrow makes a motion to approve the Town of Townshend signing a letter of support for Bull Creek Common

Lands. Suarez seconds the motion. Marrow amends the motion to authorize Evans to sign on behalf of the Board. Suarez seconds the amendment. Motion carries 3-0-1.

b. **Paving Bids:** Jansak reads the paving bid for Rte 35.

Bazin Brothers \$54,900.00 at \$122.00 per ton. Jansak makes a motion to approve the Bazin Brothers bid for paving in the amount of \$54,900.00. Suarez seconds the motion. Zumbruski is asked to get a completion date and timeline from Bazin Brothers. Motion carries 3-0-1.

c. **Transfer Station Attendant:** Evans informs the Board that the current Attendant has retired effective immediately. The Board decides to have Zumbruski fill the hours while the Board discusses what the duties of the job should be.

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

11. **Next Regularly Scheduled Meeting:** Tuesday, October 8, 2024 at 6:00pm

12. **Adjournment:** Suarez makes a motion to adjourn. Marrow seconds the motion. Motion carries 3-0-1. Meeting is adjourned at 8:51pm.