



**TOWN OF TOWNSHEND**  
Selectboard  
PO Box 223 Townshend, Vermont 05353

**SELECTBOARD MEETING MINUTES**

**October 14, 2025 6:00 PM**

**Townshend Town Hall**

**Approved: 10/28/25**

**Present:** Allie Evans, Nick Suarez, Katie Marrow, Steve Frisk, Rob Wright

**In Attendance:** Connie Holt, Brian Guerrino-BCTV

**Member of the Public:** Shaun Marrow, Helen Holt, Chad Greenwood, Jessie Putnam

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 minutes from the 9/23/25 Dog Ordinance hearing and to approve the September 23, 2025 regular Selectboard meeting minutes. Marrow seconds the motion. Motion carries 5-0-0.
3. **Additions and Deletions:** Evans reads through the additions to the agenda.
  - a. New Business (g): Private Road/Driveway name
  - b. Correspondence (5b): East Hill/Peaked Mtn Road resident's letter.
4. **Members of the Public:**
  - a. Chad Greenwood raises questions for the Highway department:
    - i. He asks when the repair to the East Hill bridge will happen. Holt replies that the repair to the Bridge 27 on East Hill Road will be done in October.
    - ii. He asks when the striping on Rt35 will happen and suggests contacting the state. Holt replies that she will contact the state.
    - iii. He asks when the fog Lines on Rt 35 will happen. Holt said she will talk with Zumbruski about it.
    - iv. He raises concerns about the use of the new trailer. He asks what the plan is since it is getting practically no use. He also raises that the backhoe should be trailered to sites farther in town in order to preserve the tires.
    - v. He asks what the schedule is for grading the roads. Holt said she will talk with Zumbruski and get back to him.

**5. Correspondence:**

- a. Snow Goers letter: Wright makes a motion to accept the Sno Goers request to use roads. Suarez seconds the motion. Motion carries 5-0-0.
- b. E. Hill/Peaked Mtn Road residents' letter: There is a discussion about plowing the Harmonyville Hill section of East Hill Rd. There is a discussion of safety and cost. Frisk makes a motion to do no winter maintenance on the Harmony Hill section of East Hill Road as it has been in the past. Wright seconds the motion. Motion carries 5-0-0.

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

|                    |                     |
|--------------------|---------------------|
| Payroll:           | \$15,541.10         |
| Payroll taxes:     | \$6,938.52          |
| General Fund:      | \$1,570.82          |
| General Fund:      | \$10,432.58         |
| General Fund:      | \$29,141.66         |
| Highway:           | \$42,709.74         |
| Highway Equipment: | \$00.00             |
| Gazebo:            | \$49.29             |
| Library:           | \$39.10             |
| <b>Total:</b>      | <b>\$106,422.81</b> |

Marrow seconds the motion. Evans request that the tax sale warrant be pulled out because the numbers do not add up correctly. Suarez makes an amendment to pull out the \$10,432.59 warrant for a revised total of \$95,990.23. Evans seconds the amendment. Amendment carries 5-0-0. Marrow makes a motion to approve the adjusted warrants. Frisk seconds the motion. Motion carries 5-0-0.

**7. Reports:**

- a. **Highway:** No report
- b. **Treasurer:** Evans reads the Treasurer's report. There is \$720,500.98 in the Municipal Investment Fund and \$30,000 in checking account.
- c. **Town Clerk:** Evans reads the Clerk's report. The clerk took in \$1,125.00 in fees and services.
- d. **Chair: the Chair reports the following;**
  - i. Evans directs the Board's attention to the auditor's draft letter of recommendations to the town. She asks that they review and give feedback.
  - ii. State of VT Taxes letter: Helen Holt states that the town is in compliance. She is in contact with the state. The listers will be putting out another RFP for reappraisal. She states that it is a challenge getting companies to do small towns.
  - iii. Evans announces that there will be a public hearing on Thursday, 10/16 at Leland & Grey regarding school redistricting task force.
- e. **Grant Coordinator:** report at the 10/28/25 meeting

**8. Old Business:**

**9. New Business:**

- a. **Europa Contract** – level of services: The Board decides to look further into downscaling the level of services in the Europa Contract.
- b. **Sand bids:** The Board decides to wait until Zumbruski is in attendance.
- c. **Salt bids:** The Board decides to wait until Zumbruski is in attendance.
- d. **Town Hall Use request** – Jeffers Birthday Parties – 10/18 & 11/18: Suarez makes a motion to approve the town hall use request and to waive the fee contingent on the Jeffers supplying a certificate of insurance. Marrow seconds the motion. Motion carries 5-0-0.
- e. **Town Hall use request** – 11/9/25 THS meeting: Suarez makes a motion to approve the town hall use request and to waive the fee. Wright seconds the motion. Motion carries 5-0-0.
- f. **Town Hall use request** – 12/7/25 Library Festival of Trees and craft show: Suarez makes a motion to approve the town hall use request and to waive the fee. Wright seconds the motion. Motion carries 5-0-0.
- g. **Private Road/Driveway name:** Suarez makes a motion to approve the request to name a private drive Quakenbush Lane for the purposes of E911. Frisk seconds the motion. Motion carries 3-0-2.

**10. Executive Session:** 1 V.S.A 313(1.a) & 1 V.S.A. 313(3): Marrow makes a motion to move into executive session and to invite Holt to attend. Frisk seconds the motion. Motion carries 5-0-0. The Board moves into executive session at 6:45pm.

Suarez moves to come out of executive session. Evans seconds the motion. Motion carries 5-0-0.

Suarez moves to re-convene the regular meeting. Frisk seconds the motion. Motion carries 5-0-0. Meeting is convened at 7:40pm. Evans reports the Board will research options on the treasurer's position. Evans reports that the Board will post for the Transfer Station Attendant open position. Suarez makes a motion to adjourn. Frisk seconds the motion. Motion carries 5-0-0. The meeting is adjourned at 7:41pm.

**11. Next Regularly Scheduled Meeting:** Tuesday, October 28, 2025