



TOWN OF TOWNSHEND
Selectboard
PO Box 223 Townshend, Vermont 05353

SELECTBOARD MEETING MINUTES

October 28, 2025 6:00 PM

Townshend Town Hall

Approved: 11/13/25

Present: Allie Evans, Katie Marrow, Nick Suarez, Steve Frisk

Not Present: Rob Wright

In Attendance: Brian Guerrino – BCTV, Helen Holt – note-taker

Members of the Public: Dale West, Christine Heye, Al Claussen, Meghan Staloff

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 October 14, 2025 meeting minutes. Marrow seconds the motion. Motion carries 4-0-0.
3. **Additions and Deletions:** Evans reads the additions to the agenda.
 - a. Town resident, Shirks letter
 - b. Cemetery Issue
 - c. Town Hall use request
4. **Members of the Public:**
 - a. SeVeds gives their annual presentation on the work they have done during the year: Evans and West ask for examples of how SeVeds programs impact Townshend residents. Suarez asks for an example of a visible project in the region.
5. **Correspondence:**
 - a. Evans summarizes the letter from Charlie Marchant regarding tree removal from one of the cemeteries. The landowners request the town split the cost of the tree removal. The Board decides to research if the wall is town property. Then take up the issue at the next meeting.
 - b. Simpson Brook resident, Shirks letter regarding road work by GMP and the town road crew grading the same area. Zumbruski states that GMP did not grade a crown to the road. The crew went back to put the crown on the road.
6. **Warrants:** Marrow makes a motion to pay warrants in the amount of \$148,365.62.

Social Services Appropriations:	\$19,488.00
Payroll:	\$13,447.10
Payroll Taxes:	\$6,350.30
Fire Pond:	\$5,171.50
General Fund:	\$65,986.04
Highway:	\$37,922.59
Total:	\$148,365.62

7. Reports:

- a. **Highway:** Zumbruski gives the report:
 - i. The Road Crew has finished up the fall grading.
 - ii. The Freightliner is back and on the road.
 - iii. The tandem is being repaired this week. We have a full fleet heading into the winter.
 - iv. GMP has finished their work. Zumbruski will be doing a ride by and will meet with them to close out the project.
 - v. Will be looking to do the fog lines in the spring or fiscal year 2027.
- b. **Treasurer:** Evans gives the report. There is \$656,296.85 in the municipal investment fund and \$30,000 in the sweep account.
- c. **Town Clerk:** Evans gives the report. The clerk took in \$1,746.00 in the first two weeks of October.
- d. **Chair:** Action Items follow-up
 - i. Europa Contract/Cyber-security: Evans requests that the Board review this document and discuss at the next Board meeting on 11/11/25.
 - ii. Tax Sale Warrant: She confirmed that the warrant was off by \$480.00. The delinquent tax collector explained that she entered into a payment plan with the owner and the \$480 attorney's fee has not yet been collected. She instructed the treasurer to pay the \$480 attorney's fee. The treasurer paid the fee prior to approval by the Board. Frisk suggests that the Board not sign it since it was already paid. The Board decides not to sign the warrant.
 - iii. Transfer Station Attendant job position opening: Frisk volunteers to call Craig Hunt and Laura Richardson to see if they would fill in for the next two Tuesdays while the Board posts the job opening again.
- e. **Grant Coordinator: Marrow gives her monthly report;**
 - i. Highway related grants: she continues to work on processing the grants for Bridge 43 repair, Bridge 41 engineering study, and the Cat C streambank grant. The work

for these grants will be done next year. This year's Grants In Aid road work grant has been closed out, and we are waiting on the funds.

- ii. Suarez makes a motion to apply the PACIF grant for the fire system to the Garage Maintenance budget line. Frisk seconds the motion. Motion carries 4-0-0.
- iii. Fountain: she continues to look for a contractor and has received some recommendations to research.
- iv. Municipal Sign Lighting grant: she is waiting to hear.
- v. Tree Removal grant: the application is due in November. The Highway committee has identified priority segments on Windham Hill Road.
- vi. Town Hall Preservation grants: Evans and Marrow did a walk through with the VT Preservation Trust. They are supplying ideas for increasing access for the disabled.
- vii. Met with Windham Regional Commission to discuss grant opportunities. They identified Better Roads Grants for a culvert on Back Windham Road and an engineering study on East Hill Rd. Marrow is meeting with Zumbruski to discuss.

8. Old Business:

- a. Salt and Sand bids/contracts: Suarez reads the Sand bid: Zuluzny bids \$25.45 per cubic yard for 4,000 cubic yards for a total off \$101,800. Suarez makes a motion to approve Zuluzny's bid. Frisk seconds the motion. Motion carries 4-0-0.
Suarez reads the salt bids: Barrett Trucking bids \$98.25/ton for 650 tons for a total of \$63,862.50. Eastern Salt Company bids \$105.90 per ton for 650 tons. Marrow makes a motion to approve Barrett Trucking 's bid. Suarez seconds the bid. Motion carries 4-0-0.
- b. Town Hall/Common use request form – The Board confirms the two page form is the form to be used.

9. New Business:

- a. Leland & Gray Thespian Society town hall use: 11/6/25 for 5:30pm – 9pm. Suarez makes a motion to approve the request. Frisk seconds the motion., Motion carries 4-0-0.
- b. Re-evaluation of roads: Board decides to investigate re-classifying 8 roads: Stratton Drive, School House Road, Island Road, Redwing Road, Able Road, Buck Hill Road (State Forest side), and Maggie Ladd. The Board directs Holt to start the investigation.

10. Executive Session: n/a

11. Next Regularly Scheduled Meeting: Tuesday, November 11, 2025, at 6:00pm

12. Adjournment: Suarez makes a motion to adjourn. Marrow seconds the motion. Motion carries 4-0-0. The meeting is adjourned at 7:26pm.