



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

**SELECTBOARD MEETING MINUTES**

**February 25, 2025 6:00 PM**

**Townshend Town Hall**

**Approved: 3/11/25**

**Present:** Allie Evans, Katie Marrow, Nick Suarez, Sherwood Lake (via ZOOM)

**Not Present:** Kate Jansak

**In Attendance:** Brian Guerrino – BCTV, Connie Holt - Selectboard Assistant, Jeremy Zumbruski – Road Foreman

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 February 11, 2025 meeting minutes. Suarez seconds the motion. Motion carries 3-0-1.
3. **Additions and Deletions:** Evans reads the addition to the agenda.
  - a. Old Business (8.d): Grader Classified Ad
4. **Members of the Public:** none
5. **Correspondence:** none
6. **Warrants:** Marrow makes a motion to approve the warrants 1-5.

1. Payroll:	\$15,377.35
2. Payroll Taxes:	\$7,509.434
3. General Fund:	\$25,441.21
4. Highway:	\$30,663.97
5. Highway Equipment:	\$00.00
Total: \$78,991.87	

Suarez seconds the motion. Lake raises a concern about the town being put on COD status at NAPA Sanel due to not payment in a timely fashion. Suarez volunteers to speak with the Treasurer about the matter. Motion carries 4-0-0.

**7. Reports:**

- a. **Highway:** Zumbruski reports that Truck 3 is back and operating. He reports that the body repair came in under the amount allotted for the repair. He states that he hopes the mud does not come too fast.

- b. **Treasurer:** Evans reads the Treasurer's report. There is \$1,350,083.28 in the municipal investment fund, and \$30,000.00 in the sweep account. A school payment is due soon.
- c. **Town Clerk:** Evans gives the Town Clerk Report. The clerk took in \$1,178.30 in fees and services.
- d. **Chair:** Evans reports that there was a good Pre-Town Meeting Informational meeting held the previous night; good questions and discussion.
- e. **Grant Coordinator:** Marrow reports on the work she has been doing;
  - i. Preservation Grant for the Town Hall roof repair: the work shall begin in the spring.
  - ii. T-Mobile Grant: after a second application for a grant to restore and renovate the fountain, the town did not get the grant. We got farther in the process than we did in the first application. She intends to apply again.
  - iii. Through her participation in project development courses, Marrow plans to meet with contacts to discuss grants.

Lake points out that Windham Regional is a good and underutilized source for grant information and assistance.

Marrow points out that the Town needs to pay a deposit to the roof contractor. Suarez makes a motion to direct the Treasurer to pay Jancewicz & Son in the amount of \$6,473.00. Evans seconds the motion. Motion carries 4-0-0.

## 8. Old Business:

- a. **Temporary Expenditure Request Policy:** Suarez makes a motion to approve the Temporary Expenditure Request Policy effective immediately. Marrow seconds the motion. Evans makes two suggestions; 1. We should grandfather the NAPA Sanel invoices while we straighten that out, and 2. this policy should pertain to all department spending. Holt asks the Board if there is anything that should be added or modified in the draft. For example, Holt asks should any town representative be excluded from this policy as they are in the procurement policy. Board decides that no "purchasing agents" as defined in the procurement policy will be exempt from the Temporary Expenditure Request Policy. Lake raises the issue of emergency situations and not having time to have the selectboard meet to review. Suarez amends his motion to include the edits: 1. Emergencies such as natural disasters, threat to life, and sheltering shall be exempt from the Temporary

Expenditure Request Policy, and 2. all purchasing agents for the Town will be bound by the Temporary Expenditure Policy. Marrow seconds the amendments to the motion. Motion carries 4-0-0.

- b. **Town Hall/Common Use Policy:** Lake makes a motion to table this issue until after Town Meeting. Marrow seconds the motion. Motion carries 4-0-0.
- c. **TextMyGov app:** Suarez makes a motion to accept TextMyGov. Evans seconds the motion. Lake raises his concerns that the town could get flooded with responses and how will the town deal with that. He also raises his concern that the town could create a panic situation. He states that the problem with the 2 recent events at the hospital was not technological, it was communication. The hospital should make 3 calls and didn't. He also points out that over 2,000 Townshend residents have opted into VT Alerts. He recommends that instead of TextMyGov, the town should set up a town Facebook page for notifications. Motion fails 0-4-0.
- d. **Grader Classified Ad:** The Board decides to go with the draft classified ad with an offer submission date of Monday, March 24, 2025, by 4:00pm.

**9. New Business:**

- a. **WSWMD Multi-Town Trash Collection RFP & Contract negotiations:** Marrow makes a motion to participate in the multi-town collective RFP led by WSWMD and to have Allie Evans represent the Town in the multi-town negotiations with the contractor. Suarez seconds the motion. Motion carries 4-0-0.
- b. **Gravel Crushing Bid:** The Board decides to withdraw the Town Pit Logging RFP until they can put together a revised plan.

**10. Executive Session:** none

**11. Next Regularly Scheduled Meeting:** March 11, 2025

**12. Adjournment:** Evans makes a motion to adjourn. Suarez seconds the motion. Motion carries 4-0-0. Meeting is adjourned at 7:10pm.

