



# TOWN OF TOWNSHEND

Selectboard

PO Box 223 Townshend, Vermont 05353

## SELECTBOARD MEETING AGENDA

March 11, 2025 6:00 PM

Townshend Town Hall

Approved: 3/25/25

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

**Present via ZOOM:** Nick Suarez

**In Attendance:** Brian Guerrino-BCTV, Jeremy Zumbruski-Highway Foreman, Connie Holt-SB Assistant.

1. **Meeting Call to Order:** Evans calls the meeting to order at 6:00pm.
2. **Election of Officers:**
  - a. **Chair:** Frisk nominates Allie Evans for Selectboard Chair. Marrow seconds the nomination. There are no other nominations. Evans is elected chair 4-0-1.
  - b. **Vice-Chair:** Frisk nominates Katie Marrow for Vice Chair. Wright seconds the nomination. There are no other nominations. Marrow is elected vice-chair 4-0-1.
  - c. **Clerk:** Frisk nominates Rob Wright for Clerk. Marrow seconds the nomination. There are no other nominations. Wright is elected chair 4-0-1. Correction: Evans runs through the guidelines for conducting the meeting and the use of Roberts Rules of Order. Arrow states that the previous Selectboard decided to use a modified Robert's Rules of order or Townshend's Rules of Order.
3. **Approval of Minutes:** Marrow makes a motion to approve the February 25, 2025, meeting minutes and the 3/4/25 meeting minutes. Wright seconds the motion. Motion carries 5-0-0.
4. **Additions and Deletions:** Evans reads through the additions to the agenda.
  - a. Member of the Public (4.a); Shiloh Tedrow – Town Events Coordinator
  - b. Member of the Public (4.b): Cory Ciklin: Town Website
  - c. Correspondence (5.c): Email from Robbo Holleran
  - d. Correspondence (5.d): Letter from John Springer regarding cell tower

- e. New Business (9.f): Sherwood Lake's request for expenditure for Fire Dept.
- f. New Business (9.g): Town Hall Use request
- g. New Business (9.h): VTrans paving increase
- h. New Business (9.i): J. Zumbruski request for expenditure for Highway Dept.

#### **5. Members of the Public:**

- a. Shiloh Tedrow, resident, submits a proposal for a Town Events Coordinator. She asks that the Selectboard review and discuss at the next Selectboard meeting. The Selectboard decide to put it on the agenda for the 3/25/25 selectboard meeting.
- b. Ed Konstantellis, resident, addresses the Board on the issue of his boulders along his property line being moved by the plow. He asks the Board to stop plowing his boulders and to maintain the right of way back to its original point. Wright offers to have the town put the boulders back while the right of way is researched further. Evans directs Zumbruski to replace the boulders and Wright volunteers to go with Zumbruski to look at the right of way.
- c. Cory Ciklin, resident, makes a presentation to the Board about the creation of a town website. He asks that the Board review the proposal and create a website committee to work on this project.
- d. Warren Beattie raises the issue of a functioning fire alarm system at the garage. He states that he has a quote from last year from Countryside Alarms. He recommends that we contact Countryside to see if the quote is still good and use them to put a fire alarm system in the garage. He states that there are very few companies that do this work and Countryside deals fairly with municipalities. Evans makes a motion to direct Holt to contact Countryside to confirm quote and to research where the money would be pulled from. Wright seconds the motion. Motion carries 5-0-0.  
Beattie also raises the issue of a functioning Fire alarm system for the fire dept. Evans asks Beattie to put together a proposal to give o the Board.

#### **6. Correspondence:**

- a. Letter regarding roads: Evans reads the letter from Peaked Mountain Rd residents thanking the town road crew for doing a good job maintaining the road this winter.

- b. Letter from John Evans: Allie Evans reads John Evans' letter resigning from the Planning Commission. Frisk and Wright thank John for his service to the Town.
- c. Email from Robbo Holleran regarding logging town pit: Allie brings to the Board's attention the email from Mr. Holleran about a logging plan for the town pit. The Board decides to have Rob Wright contact State Forester, Tim Warton, to discuss logging for the town pit. Wright will report back to the Selectboard on next steps.
- d. Letter from John Springer regarding cell tower: Evans brings to the attention of the Board that the lawyer for the cell tower company had sent documents to the town for informational purposes. Wright makes a motion to give the property owners a copy of the letter. Marrow seconds the motion. Motion carries 5-0-0.

**7. Warrants:** Wright makes a motion to approve the warrant 1-7. Marrow seconds the motion.

Payroll:	\$14,112.85
Payroll Taxes:	\$6,378.40
General Fund:	\$13,081.54
Highway Revised: 2/26/25	\$167.30
Highway: 3/3/25	\$157.82
Highway:	\$33,359.51
Towen Hall Reserve:	\$6,4763.00
Total:	\$73,730.42

Informational: School Payment: \$759,310.01

Motion passes 5-0-0.

**8. Reports:**

- a. **Highway:** Zumbruski gives the report. He distributes the minutes from the Highway Foreman's meeting. He reports that it addresses his concerns about rising costs and the difficulties in getting equipment in the future. He reports that Truck 3 is down with diesel exhaust issues. He states that mud season is on its way and the equipment is in pretty shape except for a couple of flat tires and a broken rim.
- b. **Treasurer:** Evans gives the report. There is \$1,446,836.61 in the municipal investment fund before tonight's warrants are posted. There is \$30,000.00 in the sweep account.

c. **Town Clerk:** Evans gives the report. The clerk took in \$1,296.50 in fees and services.

d. **Chair**

- i. Request from John Evans for a Thank You letter: Allie Evans states that there is a request from John Evans to send a thank you letter to Scott Amsden for his work to get electricity in the Gazebo.
- ii. March 12<sup>th</sup> Selectboard meeting hosted by Windham Regional Commission: Evans reports that she, Marrow, and Holt will be attending. She will report back at the next meeting.
- iii. April 10<sup>th</sup> Capital Planning meeting put on by the State of Vermont. Evans reports that she and Holt will attend if any other Selectboard member is interested in going let her know. Evans directs Holt to research the forum in more detail.
- iv. Pilot Funding Program for removal of Ash trees and tree planting. Evans brings the information to the attention of the Board. Marrow states that she will report on that in her report on 3/25/25.
- v. Historic Preservation Grant Awards Ceremony: Evans informs the Board that Marrow will be attending.
- vi. Appointments: Evans states she is announcing tonight, will post the positions, and then appoint on 4/8/25. Laura Richardson, resident, asks if the Selectboard intends to create an Ethic Committee with appointments. Evans states that she will include an Ethic Committee in the appointments that get posted.

e. **Grant Coordinator:** no report

9. **Old Business:**

- a. Report on Hospital meeting regarding emergencies situations: Evans and Marrow report on a meeting that convened with the Hospital, the Selectboard, the Town Clerk, and the Emergency Management Coordinator. They discussed improving the communication in situations of emergency. The group will meet again on 3/24/25.
- b. Town Hall/ Common Use Policy: Evans volunteers to do final draft for review at the next Selectboard meeting. Laura Richardson, resident, raises her concerns that the current policy is not being followed and that changes to a policy need to be posted and get input from the public. Marrow states that the Board is following the interim policy which is very close to the

original policy. Evans directs Holt to ask VLCT if policy creation and modification requires input from the public.

**10. New Business:**

- a. Electing officers of the Selectboard: see above
- b. Selecting the "Paper of Record": Wright makes a motion to designate The Commons as the Town's paper of record. Frisk seconds the motion. Motion carries 5-0-0.
- c. Budget directives to the Treasurer:
  - i. Marrow makes a motion to direct the Treasurer to separate out the storm reimbursement and hold them for the purpose of offsetting the FY24 deficit. Suarez seconds the motion. Motion carries 5-0-0.
  - ii. Marrow makes a motion to direct the Treasurer to disburse the FY25 \$200,000.00 Highway Article allotment according to the Board's directive of 3/11/25. Wright seconds the motion. Motion carries 5-0-0.
- d. VTrans Certificate of Compliance: Wright makes a motion to sign the VTrans Certificate of Compliance. Suarez seconds the motion. Motion carries 5-0-0.
- e. VTrans Annual Financial Plan for Town Highways: Marrow makes a motion to sign the VTrans Annual Highway Financial Plan. Wright seconds the motion. Motion carries 5-0-0.
- f. Sherwood Lake's request for expenditure for Fire Dept: Frisk after a discussion concerning urgency, Frisk suggests that the Board review and wait for the invoices and decide at the 3/25/25 Selectboard meeting. Board decides to do that.
- g. Town Hall Use request: Evans makes a motion to approve the Burgiss Family's town hall use request for 3/30 contingent on a certificate of insurance being provided. In addition, there will no fee charged. Wright seconds the motion. Motion carries 5-0-0.
- h. VTrans Paving grant increase: Marrow makes a motion to have SB Chair Allie Evans sign the grant amendment. Frisk seconds the motion. Motion carries 5-0-0.
- i. Zumbruski's request for expenditure for Highway Dept: After a discussion with Zumbruski and Warren Beattie on cost and types of bulbs, Evans makes a motion to approve the expenditure request for bulb replacement at the

garage. Frisk seconds the motion. Evans amend the motion to have the expense not exceed \$2,152.80. Frisk seconds the amendment. Motion carries 5-0-0.

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

**12. Next Regularly Scheduled Meeting:** Tuesday, March 25, 2025, 6pm

**13. Adjournment:** Evans makes a motion to adjourn. Marrow seconds the motion. Motion carries 5-0-0. Meeting is adjourned at 7:53pm.