



TOWN OF TOWNSHEND
Selectboard
PO Box 223 Townshend, Vermont 05353

SELECTBOARD MEETING MINUTES

March 25, 2025 6:00 PM

Townshend Town Hall

Approved: 4/8/25

Present: Allie Evans, Nick Suarez, Steve Frisk, Rob Wright

Not Present: Katie Marrow

In Attendance: Tina - BCTV Tech, Helen Holt – note taker, Jeremy Zumbruski – Road 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 March 11, 2025, and March 14, 2025, meeting minutes. Wright seconds the motion. Evans points out that at the 3/11/25 meeting she discussed the use of Roberts Rules of Order and that Marrow stated that the Select Board decided to use a modified version or the Townshend Rules of Order. Motion to approve the 3/11/25 meeting minutes carries 4-0-0. Motion to approve the 3/14/25 meeting minutes carries 4-0-0.
3. **Additions and Deletions:**
4. **Members of the Public:**
5. **Correspondence:**
6. **Warrants:** Wright makes a motion to approve warrants 1 – 4.

Payroll: \$13,215.94

Payroll Taxes: \$5,830.75

General Fund: \$21,165.42

Highway: \$13,705.57

TOTAL: \$53,917.68

Suarez seconds the motion. Motion carries 4-0-0.

7. **Reports:**

- a. **Highway:** Zumbroski reports that Truck 3 is still in the shop. When it is ready then the one ton will go into shop.
- b. **Treasurer:** Evans gives the report. She reports there is \$688,434.87 in the municipal investment fund and \$30,000.00 in the checking account.
- c. **Town Clerk:** Evans gives the report. The clerk took in \$471.50 in fees and services.
- d. **Chair:**
 - i. **Appointments:** Evans states that the Board will determine if an appointee is required to be a resident or property owner
 - ii. **S.VT Economy Project:** Selectboard forums and survey: Suarez volunteers to find out more about the survey.
 - iii. **3/11/25 Action Items follow-up:** Evans reads through the action items from the 3/11/25 meeting.
 - iv. **Grader Bids:** Evans points out that none of the bids were submitted in a timely fashion. Frisk makes a motion to re-bid the grader with a bid submission date of 4/21/25. Suarez seconds the motion. Motion carries 4-0-0.
- e. **Grant Coordinator:** No report

8. Old Business:

- a. **Creating appointed position of Town Events Coordinator:** Suarez makes a motion to create a Town Events Coordinator. Evans seconds the motion. Resident, Shiloh Tedrow, states that she would like to waive the insurance certificate requirement if it is an event through the Town Events Coordinator. Frisk states that he is in support, but has some questions and concerns. He suggests that VLCT be consulted on if it is a town sponsored event what is the Town's liability. Frisk also raises the question of who is responsible for supplies if it is a town sponsored event. Tedrow responds that she would not seek supplies; just the use of Town Hall and the Common. Evans states that the town policies would need to be followed. Wright raises his concern that the Town is not a venue; there are already events going on at Town Hall and the Common. There is a discussion on the revenue from the events. There is no conclusion made. Motion carries 3-1-0.
- b. **Report back on the emergency communications with the hospital:** Evans reports that discussions are moving along.
- c. **Creating a Town Website Committee for the purpose of implementing a town website:** Evans makes a motion to add town website committee to list of appointments. Suarez seconds the motion. Motion carries 4-0-0.
- d. **Fire Department request for expenditures:** Evans makes a motion to approve the Fire Dept expenditures of \$1,602.70 and \$2,413.80. Suarez seconds the motion. Motion carries 4-0-0.

- e. **Temporary policy – Request for Expenditures:** Frisk makes a motion to eliminate the \$500 maximum for highway expenses during the winter months. Wright seconds the motion. Brian Schmidt, resident, asks about the cap for the Fire Department. Evans reiterates the reason for why the temporary policy was instituted. Evans states that there are some weak areas of the current procurement policy. Evans asks for a volunteer to review the procurement policy. Wright volunteers to review the policy. Frisks amends his motion to include the Fire Department expenditures. Wright seconds his amendment. Suarez points out that since Frisk made the original motion, the motion is not amended it is changed. Motion carries 4-0-0.
- f. **Planning Commission RFP:** Suarez asks the planning commission if there is any flexibility with the RFP. Bob DeSiervo, planning commission, said there is no flexibility in the ramp design since it is an historic building. Frisk states that there is a design but no costs. DeSiervo replies that the RFP will bring in prices. The commission could not obtain any grant monies for the project. He states that there are no improvements in the RFP for the existing ramp and it needs to be repaired. Any repairs to the ramp and the doors should be paid for by the Town out of the maintenance budget. Andy Snelling, planning commission, states that approval commits to the design and this design is for making only the first floor ADA compliant. Suarez asks if this design would conflict with designs for second floor ADA compliance. Snelling replies yes. Suarez makes a motion to approve the RFP. Frisk seconds the motion. Motion carries 3-1-0.
- g. **Thank you letter to Scott Amsden:** Evans points out the letter to the Board.
- h. **Town Hall/Common Use Policy:** Evans suggests that the Board review the draft and take up the matter at the next meeting.

9. New Business:

- a. **Common Use request: Grace Cottage 5K on May 10, 2025:** Suarez makes a motion to approve Grace Cottages Common Use request. Frisk seconds the motion. Motion carries 4-0-0.
- b. **Planning Commission proposal on the number on the commission:** Suarez makes a motion to reduce the number on the planning commission to five. Frisk seconds the motion. Motion carries 4-0-0.
- c. **Riverbend Liquor License:** Suarez makes a motion to approve Riverbend's licenses. Wright seconds the motion. Motion carries 4-0-0.
- d. **Harmonyville Liquor License:** Suarez makes a motion to approve Harmonyville's licenses. Wright seconds the motion. Motion carries 4-0-0.
- e. **Leland & Gray Players Town Hall Use request:** Evans informs the Board that L&G Players is requesting to extend the use of the second floor if they enter into the runoff of the state competition. Wright makes a motion to approve

the L&G Players Town Hall use request and to have Evans sign on behalf of the Board. Suarez seconds the motion. Motion carries 4-0-0.

- f. **Library Book Sale request:** Evans reports that the Library is requesting to store 25-50 boxes of books at Town Hall up until the Book Sale on Memorial Day Weekend. Suarez makes a motion to allow the library to store the books. Frisk seconds the motion. Motion carries 4-0-0.

10. Executive Session: Personnel VSA 313(b): Evans announces that the Board is moving into executive session at 7:00pm. Executive Session ends at 7:30pm.

11. Next Regularly Scheduled Meeting: Tuesday, April 8 2025 at 6:00pm