



TOWN OF TOWNSHEND

Selectboard

PO Box 223 Townshend, Vermont 05353

SELECTBOARD MEETING MINUTES

April 22, 2025 6:00 PM

Townshend Town Hall

Approved: 5/13/25

Present: Allie Evans, Katie Marrow, Nick Suarez, Rob Wright

Not Present: Steve Frisk

In Attendance: Brian Guerrino – BCTV, Jeremy Zumburski – Highway Road Foreman, Connie Holt – SB Assistant.

1. **Meeting Call to Order:** Evans calls the meeting to order to 6:00pm. Evans reads a statement on the code of conduct for Selectboard meetings.
2. **Approval of Minutes:** Suarez makes a motion to approve the April 8, 2025, meeting minutes. Wright seconds the motion. Motion carries 4-0-0.
3. **Additions and Deletions:**
 - a. Old Business (8j): Common Tree Care RFP
4. **Members of the Public:** Residents – Laura Richardson, Glen Beattie, Brian Schmidt, Dale West, Ed Konstantellis.
 - a. Tim Jones, Green Mountain Power, to share regional plans: Jones reports on Green Mountain Power's project to reduce the amount of power outages in the area. He reports that they continue to "harden" the circuits to demonstrate to the state that the design has merit. They will continue to work on the project through the end of the calendar year. Next month they will finish the design that will govern the project.
 - b. Laura Richardson: reads a letter regarding the emergency management coordinator position. She states that the local position is important in times of need. Evans states her concerns and letter will be a matter of the minutes.
5. **Correspondence:**
 - a. Leland & Gray Players letter: Evans directs the Board attention to a thank you note from the Leland & Gray Players for the use of town Hall.
6. **Warrants:** Wright makes a motion to pay warrants 1-5.

Payroll:	\$13,896.84
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Payroll Taxes:	\$5,890.60
General Fund:	\$8,715.34
Highway:	\$3,861.79
Highway Equipment:	
Total:	\$32,364.57

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

7. Reports:

- a. **Highway:** Zumbruski reports that this year there was a minimal mud season, and that the road crew has been out grading the roads. Wright gives a report on the boulder right of way issue with the Konstantellis property. Wright reports that the boulders are in the right of way. He states that if the family puts up indicators of where the boulders are then there should not be a problem with plowing. Zumbruski agrees. Evans raises her concern that if boulders are in the right of way there may be damage to the town's lows.
- b. **Treasurer:** Evans gives the report. She reports that there is \$575,641.37 in the municipal investment fund and \$30,000.00 in the checking account. She directs the Board's attention to the listing of the CD's.
- c. **Town Clerk:** Evans gives the report. She reports that Clerk took in \$1,379.50 in fees and services.
- d. **Chair:** No report
- e. **Grant Coordinator:** Marrow reports that the Town Hall roof repair that was funded through a grant has begun.

8. Old Business:

- a. **Action Items:** Evans reviews the progress of the action items with the Selectboard.
 - i. Wright reports that he met with State Forester, Tim Morton, to review the town pit for logging. Wright reports that no logging is needed this spring. They are putting together a plan for a logging RFP to go out this winter and then log in the spring.
 - ii. Ethics Committee: Marrow verifies that the committee was not created. It was discussed but not created. Laura Richardson, resident, reads from the Conflict of Interest Policy that refers to the creation of an ethics committee if there is a complaint. There is a discussion about having the state handle issues versus having a local committee. Holt is directed to get the directives from the state.
- b. **Appointments:** Suarez makes a motion to approve the list of names for appointments. Marrow seconds the motion. Motion carries 3-1-0.

- c. **Countryside contract for garage fire alarm system:** Marrow makes a motion to have Evans sign the contract with Countryside Alarms for the garage. Suarez seconds the motion. Motion carries 3-0-1.
- d. **Trash Compactor repairs:** Wright makes a motion to have Jeremy take the trash compactor to Pete's Tires and have them put on tires not to exceed \$2,418.84. Marrow second the motion. Motion carries 4-0-0.
- e. **Road Name – School House in West Townshend:** Wright makes a motion to leave the road name as two words. Evans seconds the motion. Motion carries 4-0-0. Holt is directed to notify the residents.
- f. **Paving Bids:** Wright opens the paving bids. He reads into the record the bids: Bazin Bros bids \$142,887 and BlackTop bids \$193,747.00. Marrow makes a motion to accept Bazin Brothers paving bid not to exceed \$142,887.00. Wright seconds the motion. Motion carries 4-0-0.
- g. **Grader Offers:** Wright reads the offers to purchase the grader.
 - Kimba Enterprise – NH - \$20,000.00
 - White Wolf – MA - \$16,201.00
 - Green – VT - \$17,333.00
 - MT3 Ltd – VT - \$16,975.00
 - Travis – VT - \$16,500.00
 Marrow makes a motion to accept Kimba's offer of \$20,000.00. Suarez seconds the motion. Motion carries 4-0-0.
- h. **Town Hall/Common Use Policy:** In a discussion of the draft policy, both Evans and Suarez point out that there is no listing of the various fees. Suarez volunteers to work with the Town Clerk to finalize a draft for the next Selectboard meeting.
- i. **Job Descriptions for two new appointment positions:**
 - Town Website Coordinator:** Suarez suggests that we publicly post for the committee. Holt is directed to communicate with Cory Ciklin on what he envisions the roles are. Holt is directed to reach out to the positions to see if they are willing to engage with the website committee.
 - Town Event Coordinator:** Wright points out that everything in the description is something that we already do. Suarez agrees that the description is not correct. There is a discussion of the Community and Hope in Action model of engagement. Holt is directed to reach out to Shiloh Tedrow to discuss the Community Hope and Action model. Richardson volunteered to help get the old information on the organization to Connie.

- j. **Common Tree Care RFP:** Marrow discusses her drafts of an RFP for tree care on the common. She asks the Board for input. Holt is directed to see if there is a state resource that can help define what we are looking for in the common care.

9. New Business:

- a. **Highway Truck Proposal:** Holt summarized the Highway Committee's proposal for equipment. Marrow suggests that the proposal be tabled while more research is done. Suarez and Evans volunteer to research financing options. Dale West volunteers to work with the highway committee on the truck proposal.
- b. **Dam Master Plan Revision:** Holt summarizes the Army Corps of Engineer's position in revisions to the master plan of the Dam. Suarez makes a motion for the Board to sign the public statement regarding the Dam Master Plan. Marrow seconds the motion. Glen Beattie suggests contacting Kathy Hege regarding her work on the Dam. Motion carries 4-0-0. Suarez moves for the Board to circulate a petition to save the beach at the Dam. Wright seconds the motion. Motion carries 4-0-0.
- c. **Town Hall Use Request - Baby Shower:** Marrow makes a motion to approve the town hall use request, to waive the fee, and to have the chair sign on behalf of the Board. Suarez seconds the motion. Motion carries 4-0-0.
- d. **Thank you letter to John Evans:** Evans directs the Board attention to signing the thank you letter to John Evans.
- e. **Fire House Boiler:** Evans points out the estimate for the replacement of the Firehouse boiler. The Selectboard decides to look at the procurement policy, look at the Dead River contract, and research other heating systems ,and then vote the at the first Selectboard meeting in May.

The Board discusses the money issue in the Fire Dept. Beattie and Suarez report on the meeting with NEMRC and the Treasurer. Beattie reports that the \$14,000.00 amount that the Fire Dept owes the General Fund is down to \$1,300.00. Beattie reports that the next steps are that NEMRC is going to do another reconciliation of the Fire Dept and the Fire Pond and hopefully the number stays around \$1,300.00. Then the Selectboard needs to decide if the fund balance will cover the amount.

There is a discussion of the Fire Dept CD that has matured and if it should be cashed out. Beattie points out that the Selectboard needs to direct the Treasurer to either put it in a 6 month CD, or put it in a money market account, or take the penalty, or move it to the E1 escrow account to gain 5% interest. Marrow makes a motion to direct the Treasurer to

close the Fire Dept Reserve CD and to move the funds to the E1 Escrow account. Wright seconds the motion. Motion carries 4-0-0.

10. Executive Session: N/A

11. Next Regularly Scheduled Meeting: Tuesday, May 13, 2025 at 6:00pm.

12. Adjournment: Evans makes a motion to adjourn the meeting. Marrow seconds the motion. Motion carries 4-0-0. The meeting is adjourned at 8:43pm.