



TOWN OF TOWNSHEND

Selectboard

PO Box 223 Townshend, Vermont 05353

SELECTBOARD MEETING Minutes

April 8, 2025 6:00 PM

Townshend Town Hall

Approved: 4/22/25

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

In Attendance: Brian Gurerrino-BCTV, Connie Holt-SB Assistant, Jeremy Zumbruski-Road Foreman

1. **Meeting Call to Order:** Evans call the meeting to order at 6:00pm
2. **Approval of Minutes:** Suarez makes a motion to approve the March 25, 2025 meeting minutes. Wright seconds the motion. Holt points out a typo and states she will correct. Motion carries 5-0-0.
3. **Additions and Deletions:** Evans reads the additions to the agenda. The Board decides to move the Fire Dept up on the agenda.
 - a. Old Business (8e): Town Hall/Common Use policy
 - b. New Business (9h): Fire Dept meeting with Treasurer: Fire Chief Beattie states that he is setting up a meeting with the Treasurer to discuss the Fire department money issue. Evans asks that a selectboard member be at the meeting. Beattie states that the meeting is tentatively scheduled for 4/21.
4. **Members of the Public:**
5. **Correspondence:**
 - a. Town Clerk: correction to the 3/4/25 SB meeting minutes: Holt summarizes that the Town Clerk is requesting that the 3/4/25 Selectboard meeting minutes be corrected to reflect that she recommended that the Board temporarily elect a chair until the full board can elect officers.
 - b. Charlie Marchant letter regarding the cemetery commission CD: The Board decides to send a letter to the Treasurer asking for clarification and to report back at the next meeting.
6. **Warrants:** Wright makes a motion to pay the warrants 1-9. Marrows seconds the motion. Frisk asks Zumbruski for details on the HP Fairfield Truck 3 repairs. Motion carries 5-0-0.

Payroll:	\$13,819.61
Payroll Taxes:	\$6,086.93
General Fund:	\$40.00
General Fund:	\$12,238.11

General Fund:	\$1,430.49
Highway:	\$73.99
Highway:	\$6,375.69
Highway:	\$111.46
Highway Equipment:	\$22,427.58
TOTAL:	\$62,603.86

7. Reports:

- a. **Highway:** Zumbruski reports that the Trash Compactor truck is in need of repair to the wheels and 4 new tires. Evans requests that he submit an estimate to the board.
- b. **Treasurer:** Evans gives the report. There is \$605,971.59 in the municipal saving account and \$30,000 in the checking account.
- c. **Town Clerk:** Evans gives the report. The clerk took in \$1,531.50 in fees and services.
- d. **Chair:**
 - i. VLCT Training for Selectboards on open meeting laws: Evans announces the VLCT Training for Selectboards.
 - ii. Windham Regional Commission: Public meetings on the updating of VT Climate Action Plan: Evans announces the meetings
- e. **Grant Coordinator:** Marrows reports on her work this month. She reports that she is exploring a VTrans Structure Grant for an engineering study for Bridge 41. She continues to engage with VLCT/PACIF regarding the criteria to get a PACIF grant for the garage fire alarm system. She reports that she is exploring a Community Tree Fund grant for trees and tree care for the Common. She continues to work on the fountain grant through T-Mobile, but in the meantime, she is working on repair to the fountain electrical housing in anticipation of further repairs. The Town Hall roof repairs should be starting May 5th. Marrow makes a motion to have the Grant Coordinator apply for a Community Tree grant. Wright seconds the motion. Motion carries 4-0-1.

8. Old Business:

- a. **Appointments:** Evans recommends holding the appointments until the 4/22/25 Selectboard meeting in order to solicit more interest. Frisk states that he does not think that we can wait to appoint the Emergency Management Coordinator. Frisk makes a motion to appoint Sherwood Lake as the Emergency Management Coordinator. Marrow seconds the motion. Suarez raises his concerns with appointing Lake as the EMC. He raises unprofessional behavior and an unwillingness to work with the Local Aid Coordinator. Dale West, resident, accepts that there is tension but states that this position requires training and experience. He thinks Sherwood is doing a good job developing the position. There is a request to read the email exchange between Sherwood and Selectboard Chair, Evans. Evans request that the email exchange be a

matter of the minutes. Suarez reads the email exchange (see attached). Motion to appoint Lake as EMC carries 3-2-0. Evans makes a motion to hold the other appointments until the 4/22/25 meeting. Suarez seconds the motion. Motion carries 4-0-1.

Email Exchange:

From Allie Evans to Sherwood Lake with cc: to the selectboard and selectboard assistant:

Sherwood:

I am reaching out to you regarding your role as the current Emergency Management Coordinator. In the communications about the potential flooding event, you were diligent in giving regular updates. Three people of importance were not included in the notification: Ellenka Wilson, Local Aid Coordinator & Town Clerk, Rob Wright, Selectboard member, and Steve Frisk, selectboard member. I brought that to your attention and requested that you include them in communications and notifications. In your last communication regarding the flooding, I see that you included the two selectboard members but failed to include the Local Aid Coordinator/Town Clerk.

Given our meeting with the hospital and the agreement that these important communications need to include important players in town, I do not understand why the Local Aid Coordinator and Town Clerk were left off the communications. This is a problem.

Please understand that the Emergency Management Coordinator is an appointment of the Selectboard and therefore works under the Selectboard. When directed by the Chair to include important positions please do so. Feel free to contact me to discuss this matter. Otherwise, I will assume you will be including all parties in the future.

Allie Evans

From Sherwood Lake to Allie Evans with cc: to the selectboard and selectboard assistant:

- 1. You brought nothing to my attention.*
- 2. "Please understand that the Emergency Management Coordinator is an appointment of the Selectboard and, therefore, works under the Selectboard". I am answerable to the full board as a whole when it operates together NOT YOU individually.*
- 3. You seem to keep forgetting that just because you hold the chair title, you have no authority over others. I suggest you figure out the little nugget sooner rather than later, it's been a year and you still haven't got the concept.*
- 4. The last time we met you told me that I needed to be more accepting of Mrs. Wilson and then I find you have been running around town disparaging me in public. What is it, do as I say, not as I do?*

5. *As of the date of my original email, I did NOT have Rob and Steve's email addresses since you, in your exalted role, did NOT bother to follow the email naming regimen which uses the first initial and last name. I'll let you in on a little secret: it makes a difference.*
6. *The "local aid coordinator" is one of the stupider things to come out of last year, amounts to nothing and adds liability to the town.*
7. *You seem to think that I don't understand what the select board's role is in town government, the chair position within that structure, and what oversight of appointees means. So, when you lecture me about your authority believe me when I say you HAVE NONE. And until state law changes, you will continue to have none. I am not sure who the hell you think you are, don't you ever send me something like this again, spend more time understanding what your dam role is instead of lecturing someone who's been there and is very well aware of how the job is done. I didn't require it before and sure as hell don't now, form you.*
8. *"Please understand that the Emergency Management Coordinator is an appointment of the Selectboard and therefore works under the Selectboard. When directed by the Chair to include important positions please do so." I want to be extremely clear so there are no misunderstandings in my response: I will decide to whom I give information and when, if you wish to disseminate it from there, you do so.*
9. *Oh, just a side thought, the State of Vermont has implemented a state-wide ethics board with oversight of both state and local government. You would do well to enroll yourself sooner rather than later in the mandatory yearly training.*

b. **Action Item:** Garage Fire Alarm System Quote: Marrow makes a motion to accept Countryside quote. Wright seconds the motion. Motion carries 5-0-0.

c. **Action Item:** VLCT regarding using Town inability insurance for events: Evans directs the attention of the board to VLCT's response on the Town taking on the liability of events held in Town Hall and on the Common.

d. **Action Items Status and Follow up:** The Board reviews the action items from the last two meetings and discusses next steps.

e. **Town Hall/Common Use policy:** The Board decides to hold this topic until the 4/22/25 Selectboard meeting.

9. **New Business:**

a. **Paving Bids:** marrow opens and reads the bids. Frisk makes a motion to reject the bids as submitted and to re-bid with clear specifications. Suarez seconds the motion. Motion carries 5-0-0.

b. **Public Meeting for Townshend Dam Master Plan and Community Input:** Evans announces the Open House for the Townshend Dam Master Plan. A public statement

from the Selectboard regarding the master plan will be put on the 4/22/25 meeting agenda.

c. **Common Tree Care contract:** The Board decides to put the contract out for bid and to have a draft RFP for the 4/22/25 meeting.

d. **Town Common Use Request for Grace Cottage Fair Day:** Suarez makes a motion to approve Grace Cottage's Common use request. Frisk seconds the motion. Suarez amends the motion to include the \$100.00 fee and to have the chair sign on behalf of the Board. Frisk seconds the amendment. Motion carries 4-0-1.

e. **Town Common Use Request for Pickle Day:** Suarez makes a motion to approve Allie Dercoli's request for use of the Common. Frisk seconds the motion. Suarez amends his motion to include the \$100.00 fee and to have the chair sign on behalf of the Board. Frisk seconds the amendment. Motion carries 5-0-0.

f. **Request to change the street sign for School House Road in West Townshend:** The Board decides to have the E911 coordinators look into the issue and report back.

g. **Green Up Day request for town truck on common for trash:** The Board directs Zumbruski to put a truck on the Common for Green Up Day.

h. **Fire Department meeting with Treasurer:** Marrow makes a motion to direct Evans and Holt to correspond with NEMRC and the auditor regarding the Fire Dept funds and the holding of the FHWA \$83,000.00. Suarez seconds the motion. Marrow amends her motion to include holding off on the correspondence until after the meeting with the Fire Dept and the Treasurer. Suarez seconds the amendment. Motion carries 5-0-0.

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

11. **Next Regularly Scheduled Meeting:** Tuesday, April 22, 2025 at 6:00pm

12. **Adjournment:** Evans makes a motion to adjourn. Suarez seconds the motion. Motion carries 5-0-0. Meeting is adjourned at 7:49pm.