



TOWN OF TOWNSHEND
Selectboard
PO Box 223 Townshend, Vermont 05353

SELECTBOARD MEETING MINUTES

May 13, 2025 6:00 PM

Townshend Town Hall

Approved: 5/27/25

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

Not present: Steve Frisk

In Attendance: Jeremy Zumbruski, Connie Holt, Brian Guerrino – BCTV Tech

MOP: Cory Ciklin, Dale West, Laura Richardson

Meeting Call to Order: Evans calls the meeting to order at 6:01pm

Approval of Minutes: Suarez makes a motion to approve the April 22, 2025, meeting minutes.

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

Additions and Deletions: Evans reads the additions to the agenda.

- a. Old Business(8f): Town Official Website Proposal and timeline
- b. New Business (9f): Request to roll over the gravel crushing budget to Fiscal Year 2026
- c. New Business (9g): Common Use request: Elementary School

Members of the Public:

1. Cory Ciklin presents his proposal for the creation of an official town website. Step 1 is to appoint the Website Committee and Step 2 is to draft an RFP to present to the Selectboard. Suarez makes a motion to establish a town website committee to investigate the development of an official town website and to propose an RFP to the Selectboard, and the committee will be made up of Cory Ciklin, Marilee Attley, Tyler Burns, Madison Ciklin, Connie Holt, Nick Suarez, and Ellenka Wilson. Marrow seconds the motion. Motion carries 4-0-0.
2. Community Tree Fund: Marrow makes a motion to move this item up on the agenda. Suarez seconds the motion. Motion carries 4-0-0. Marrow summarizes the tree grant. She reports that the Selectboard needs to decide to sign the Letter of Collaboration, the number of trees, and types of trees. Marrow recommends. 2 Black Tupelo trees, 1 White Swamp Oak tree, and 2 Sargent Cherry trees. Evans makes a motion to sign the Letter

of Collaboration and have the chair sign on behalf of the Board. Suarez seconds the motion. Motion carries 3-0-1.

Marrow makes a motion to get 2 Black Tupelo trees, 1 White Swamp Oak tree, and 2 Sargent Cherry trees (if they are not available then look into American Crab Apple trees). Wright seconds the motion. Motion carries 3-0-1.

The planting is scheduled for Tuesday, May 27th at approximately 9am

Correspondence: None

Warrants: Wright makes a motion to approve the warrants;

Payroll:	\$13,250.47
Payroll Taxes:	\$3,695.72
General Fund:	\$29.00
General Fund:	\$21,260.41
Highway:	\$155.00
Highway:	\$24,818.92
Town Hall Reserve:	\$6,089.00
Total:	\$69,298.52

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

Reports:

Highway: Zumbruski reports that the compactor tire cost came in higher than estimated due to more tires being in bad shape. He reports that the grader has been sold and picked up. Suarez makes a motion to apply the \$20,000 from the sale of the grader to the highway fund. Evans seconds the motion. Motion carries 4-0-0.

Treasurer: Evans reports that there is \$656,621.18 in the municipal savings account including the Fire Dept CD funds and there is \$35,656.00 in the checking account.

Town Clerk: Evans reports that the Clerk took in \$2,430.50 in fees and services.

Chair: Evans reviews the outstanding action items: Evans says she will write up a summary of her conversation with Sovern Solar. Suarez says he will work on the Town Hall/Common Use Policy for the 5/27/25 Selectboard meeting. Wright says he continues to work on the review of the Procurement Policy. Marrow reports on her research on the Fire Department Boiler. Marrow recommends that the Board move forward with the Fire Dept's quote for a new boiler. Evans recommends that we investigate insulating the fire house to increase the heating efficiency. Marrow makes a motion to direct the Fire Dept to purchase a new oil boiler at a cost of \$12,130.00 with a down payment of \$4,050.00 to be paid upfront and a balance of \$8,080.00 to be paid upon completion. Suarez seconds the motion. Motion carries

4-0-0. Marrow says she will look into Glen getting a quote for a new water filter and she will look into VT Bond Bank for loans for insulation.

Grant Coordinator: N/A

Old Business:

Appointments: Suarez nominates Shaun Marrow to be the second Weigher of Coal. Evans seconds the motion. Motion carries 4-0-0. Evans makes a motion to approve the highlighted names (not including Website Coordinator). Suarez seconds the motion. Suarez nominates Rick Matchzke to be the alternate Windham Regional Commission representative. Evans seconds the nomination. Holt is directed to reach out to Matchzke to see if he will accept the nomination. Marrow suggests that the we write a job description for the new appointments for the Board to discuss. The ones she is referring to are the Website Coordinator, Events Coordinator, Keeper of the Common, Local Aid Coordinator. Wright suggests that the new positions be eliminated. Motion fails 2-2-0.

Highway Truck Proposal: Holt directs the Board to the revised truck proposal. Holt states that two decisions need to be made. One is to put in an order to replace the Freightliner truck body around July of 2025. The second is for the Selectboard to direct the Highway Committee to submit a proposal for a new truck by 12/31/25. Evans requests more time to review and to put this item on the 5/27/25 SB Mtg agenda.

Community Tree Fund: see above

Fire Dept funds issues:

Town Hall/Common Use Policy: Suarez states that he has not completed a draft. He will have one for the 5/27/25 Selectboard meeting.

Town Official Website proposal and timeline: see above

New Business:

Town Pit Plan proposal: Suarez raises his concern that the proposal does not include putting the work out to bid. Evans suggest that we move the gravel crushing item up on the agenda since it is related to this issue. Suarez makes a motion to move the gravel crushing item up on the agenda. Evans seconds the motion. Motion carries 4-0-0. Evans addresses the request to roll over the gravel crushing funds to FY26. Her concern is that we tell other departments they can't roll over. She would like to find other ways to capture and use the funds. Marrow supports the request to roll over the funds to FY26. The Board decides on the next steps: Send out an RFP on gravel crushing (not the pit plan). Check if the gravel crushing reserve still exists. If there is no reserve, then revisit the roll over issue. If get bids, see if we can make two payments, one in each fiscal year.

Dam Update: Holt updates the Selectboard on the outreach she has done to request meetings about the master plan revisions. The Board decides to have the CT River Valley Flood Commission attend a selectboard meeting and to schedule a meeting with the Army Corp of Engineers.

Gerda's Way road designation: Helen Holt, E911 Coordinator, reports that E911 says the town needs to either remove the Gerda's Way Road sign or change the road to a private road. Gerda would like to be a private road. Suarez makes a motion to change the driveway to a private road named Gerda's Way. Evans seconds the motion. Motion carries 3-0-1.

Town Trash Bid: Holt updates the Board that an RFP went out April 30th for trash collection.

Oil/Propane contracts: Marrow makes a motion to enter into a contract with Dead River for heating oil and propane. Suarez seconds the motion. Motion carries 4-0-0.

Gravel Crushing: request to roll over FY25 budget to FY26: see above

Common Use request: Marrow makes a motion to approve the Elementary School's request to use the Common for graduation on June 11, 2025 and waive the fee and to have the chair sign on behalf of the Board. Suarez seconds the motion. Motion carries 4-0-0.

Executive Session: Evans makes a motion to move into Executive Session regarding a personnel matter. Suarez seconds the motion. Motion carries 4-0-0. Meeting is adjourned to executive session at 8:15pm. Meeting is reconvened at 8:30pm.

Adjournment: Evans makes a motion to adjourn the meeting. Marrow seconds the motion. Motion carries 4-0-0. The meeting is adjourned at 8:31pm.

Next Regularly Scheduled Meeting: Tuesday, May 27, 2025, at 6:00pm