



TOWN OF TOWNSHEND

Selectboard

PO Box 223 Townshend, Vermont 05353

SELECTBOARD MEETING AGENDA

June 24, 2025 6:00 PM

Townshend Town Hall

Approved: 7/8/25

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

In Attendance: Jeremy Zumburski, Connie Holt, Brian Guerrino-BCTV

MOP: Andy Snelling, Rick Matschke, Dale West, Liza Martin

1. **Meeting Call to Order:** Evans calls the meeting to order at 6:00pm.
2. **Approval of Minutes:** Marrow makes a motion to approve the June 10, 2025, meeting minutes. Wright seconds the motion. Holt points out Rick Hege's suggested correction to 6/24/25 meeting minutes. He emailed to say that the name of the Cemetery Commission who resigned needs to be stated. He also said that it needs to be clear the appointment is until Town Meeting, not the full term. Holt states that she will make the corrections. Motion carries 5-0-0
3. **Additions and Deletions:**
 - a. Members of the Public (4e): Allie Dercoli – Skate Park proposal – Deleted. Moved to 7/8 meeting.
 - b. Old Business (8e): Fire Dept monies report to be owed to the Town
 - c. New Business (9d): Caleb's Education Fund – Back to School Funday
4. **Members of the Public:**
 - a. CT River Valley Flood Commission- moved to 7/8 Selectboard meeting
 - b. Liza Martin – Keeper of the Common: Martin requests \$125.00 for flowers and supplies for the Gazebo. Evans makes a motion to approve \$125.00 expenditure. Frisk seconds the motion. Motion carries 5-0-0.
 - c. Andy Snelling: Planning Commission. Snelling summarizes the response from the Planning Commissions RFP for ADA renovations on Town Hall. The Planning Commission received one response for automated doors only. There is a discussion regarding the details of the bid. The Selectboard tables the RFP until the Commission can provide more clarity on the bid and the lock system on the door.
 - d. Sherwood Lake: Local Emergency Management Plan – moved to a July meeting
 - e. Allie Dercoli - Skate Park Proposal – moved to 7/8 meeting
5. **Correspondence:** none
6. **Warrants:** Wright makes a motion to pay the warrants.

Payroll:	\$15,082.31
Payroll Taxes	\$6,502.13

General Fund:	\$8,363.85
Highway:	\$92,726.01
Total:	\$122,675.01

Marrow seconds the motion. Motion carries 5-0-0.

7. Reports:

- a. **Highway:** Zumburski reports that a beaver dam broke on Acton Hill Road. The road crew has been working on repairing. He reports that Truck 4 has been towed to ATG and we are waiting to hear. Gravel crushing is in process. Billy Roberts is requesting to roll over his unused vacation days. Frisk points out that the policy is to allow up to a week if it is used within a couple of months. Evans makes a motion to roll over Billy Roberts unused vacation days. Frisk seconds the motion. Motion carries 5-0-0.
- b. **Treasurer:** Evans gives the report. She reports that there is \$538,324.94 in the municipal investment fund and \$30,000.00 in the checking account.
- c. **Town Clerk:** Evans gives the report. The Clerk took in \$963.50 in fees and services.
- d. **Chair:**
 - i. Evans announces the Windham Regional Commission Regional Plan Public Forums on July 22nd and July 24th at 6pm.
 - ii. Nick Suarez summarizes the informational meeting with the Army Corp of Engineers regarding water-based recreation at the Dam.
 - iii. Year End Budget Summary: Evans and Holt Summarize how the town is ending FY25. The General Fund is operating at a small deficit due to lower than expected tax collection. That deficit may be covered if we receive enough revenue in the next couple of days. Evans states that a meeting is being schedule with the delinquent tax collector to discuss the collection of unpaid taxes. The highway department will end the year with surplus/fund balance.
- e. **Grant Coordinator:** Marrow gives a report updating her work on grants for the highway department and the town. Marrow makes a motion to direct the Treasurer to post the \$6,281 from the Vermont State Preservation Grant and the \$4,700 from the Preservation Trust to the Town Hall Reserve Fund. Suarez seconds the motion. Motion carries 5-0-0.

8. Old Business:

- a. **Fire House water filtration system:** The Board decides to table the issue until there is more information gathered on type of system and scope of work.
- b. **Transfer Station:** The Board decides to postpone cardboard and compost discussion.
- c. **Taft Field maintenance:** Frisk makes a motion to contact Ben Lowe to mow Taft Meadows. Suarez seconds the motion. Motion carries 4-0-1.
- d. **Gravel Crushing invoice:** Evans brings to the Board's attention the Bazin Brothers gravel crushing invoice.
- e. **Fire Dept monies report to be owed to the Town:** Evans makes a motion to direct the Treasurer to account for the \$1,578.79 out of the FY25 Fire Department budget.

9. New Business:

- a. **Setting the Tax Rate:** Holt updates the Board on the timeline to set the tax rate. She mentions that mostly likely there will need to be a special Selectboard meeting to set the tax rate.
 - b. **WRC Contract for consulting on ditching & culverts:** Suarez makes a motion to enter into a consulting contract with Windham Regional Commission for the Better Back Roads program this year. Frisk seconds the motion. Motion carries 5-0-0.
 - c. **Sullivan & Powers Contract:** Suarez makes a motion to approve the Sullivan & Powers contract for auditing fiscal year 2025. Wright seconds the motion. Motion carries 5-0-0.
 - d. **Caleb's Education Fund – Back to School Funday:** Marrow makes a motion to approve the Town Hall use request for August 17th for the Caleb's Fund Back to school Funday from 10am 0 3pm and to waive the fee and the insurance certificate needs to name the Town on the certificate. Suarez seconds the motion. Motion carries 5-0-0.
10. **Executive Session:** 1 V.S.A. §313(3): Suarez makes a motion to go into executive session via 1 V.S.A. 313(3). Marrow seconds the motion. Evans invites Holt to attend the session. Motion carries 5-0-0. Selectboard goes into executive at 7:45 pm. Evans motion to reconvene. Suarez seconds the motion. Motion carries 5-0-0. Meeting is reconvened at 8:12pm. Marrow makes a motion to direct the chair to talk to the Treasurer about what was discussed in executive session. Suarez seconds the motion. Motion carries 5-0-0.
11. **Adjournment:** Suarez makes a motion to adjourn. Marrow seconds the motion. Motion carries 5-0-0. The meeting is adjourned at 8:13pm.
12. **Next Regularly Scheduled Meeting:** July 8, 2025 at 6:00pm