



TOWN OF TOWNSHEND
Selectboard
PO Box 223 Townshend, Vermont 05353

SELECTBOARD MEETING AGENDA

July 22, 2025 6:00 PM

Townshend Town Hall

Approved: 8/12/25

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

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

MOP: Dale West, Cory Ciklin, Laura Richardson, Helen Holt, Shaun Marrow, Becky Reilly

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 July 8, 2025 meeting minutes. Wright seconds the motion. Motion carries 5-0-0.
3. **Additions and Deletions:** Old Business (8.c) – Website Request for Proposals.
4. **Members of the Public:**
 - a. The Selectboard agrees to move Becky Reilly and the delinquent tax properties up in the agenda. Becky Reilly gives an update on several properties that have been on the delinquent list for at least a decade. She seeks approval from the Board to engage an attorney to do what is needed to get the properties to tax sale. Wright suggests getting an estimate from an attorney and bring it back to the selectboard.
5. **Correspondence:**
6. **Warrants:** Wright makes a motion to pay warrants 1 – 5. Frisk seconds the motion. Motion carries 5-0-0.
7. **Reports:**
 - a. **Highway:** Zumbruski reports that the upgrade to the garage fire alarm system has been completed. He met with Worksafe today at part of the VOSHA requirement. He reports that Green Mountain Power has finished Plumb Road and will be moving onto East Hill Road Monday. He states that this contractor is doing a better job than the contractor that did West Hill Rd.
 - b. **Treasurer:** Evans reports that that the town has \$496,438.57 in the municipal investment account. There is \$30,000 in the sweep account.

c. **Town Clerk:** Evans reports that the Clerk took in \$631.70 in fees and services during the first two weeks of July.

d. **Chair:**

- i. Evans suggests to the Board that a General Fund Budget Committee be formed for FY26. The Board agrees.
- ii. Evans raises the fence issue on Simpson Brook Road. She reports that the road crew did some work on culvert replacement and needed to take down the fence that the resident erected. Zumbruski states that they took the fence down by hand and put it back up by hand. Resident is requesting the fence be repaired or replaced due to it cracking and leaning. It is determined that the fence is located in the town right of way. Evans questions what the town's responsibility is if something is erected in the town right of way. The Board directs Holt to research and send the statue to the resident.
- iii. Evans reports that there have been complaints about the large sign in the triangle at the intersection of Rt30 and Rt35. The Board directs Holt to contact Mark Pickering at VTrans to notify them. Holt is also directed to contact the organizations of the issue and that VTrans is being contacted.

e. **Grant Coordinator**

- i. Monthly Report: Marrow reports that all the FY25 Grants have been completed. The last was the paving on RT35. She reports that she is putting together the application for grants for sidewalks repair or replacement in front of the high school and for a sidewalk scoping study. She reports that she is still researching the USDA grant for trash collection.
- ii. Marrow requests approval to apply for the USDA trash equipment grant. Suarez makes a motion to authorize Katie Marrow to apply for the USDA grant. Frisk seconds the motion. Motion carries 5-0-0.

8. **Old Business:**

- a. Setting the FY26 Tax rate: Suarez makes a motion to accept the Homestead and Non-Homestead tax rate for fiscal year 2026. Wright seconds the motion. Suarez reads the rates for the record: Homestead tax rate of 2.858104 and the Non-Homestead tax rate of 2.682104. Motion carries 5-0-0.
- b. Backhoe & Grader Lease payment: Holt requests a direction from the Board on when to pay the Grader lease and payoff the Backhoe lease. Holt is directed by the Board to research how many taxpayers pay the full years amount in the first tax

collection period. The Board decides they will discuss further at the next Board meeting.

- c. Website Request for Proposals: Cory Ciklin updates the Selectboard on the progress of the Website Committee's work. He requests approval to send out the Request For Proposals (RFP). Wright makes a motion to authorize Cory to send out the RFP for creating a website. Suarez seconds the motion. Motion carries 5-0-0.

9. New Business:

- a. Zumbruski requests that the Board hire Bazin Brothers to pave a portion of Dam Road. He states that the contractor will be doing work on Dam Road for the Army Corp of Engineers and there is about 425 feet of the road that needs repair. The plan would be to remove the pavement, turn back to gravel and pave next year. The cost of the work is about \$3,300. Zumbruski request that it not go out to bid. Wright makes a motion to hire Bazin Brothers to reclaim 425 feet on Dam Road not to exceed \$3,300. Suarez seconds the motion. Motion carries 5-0-0.
- b. Vote to proceed on unpaid/disputed tax delinquent properties. (see above)
- c. WSWMD contract for compost collection: Wright makes a motion to accept the Windham Solid Waste Management District (WSWMD) contract for 4-65 gallon carts at \$390 per month for compost collection with the caveat that we may add a 5th or 6th bin. Suarez seconds the motion. Motion carries 5-0-0.
- d. Grant Coordinator Position: Suarez makes a motion to approve the continuation of the Grant Coordinator position for the remaining of fiscal year 2026 ending on June 30, 2026. Wright seconds the motion., Motion carries 4-0-1.

- 10. Executive Session:** 1 V.S.A §313(1.a) Suarez makes a motion to go into executive session per Vermont Statue 313(1.a). Wright seconds the motion. Holt is invited to attend the executive session. Motion carries 5-0-0. The Board moves to executive session at 7:09pm. Suarez makes a motion to reconvene the meeting. Frisk seconds the motion. Motion carries 5-0-0. The meeting is reconvened at 7:36pm. Evans states that there was no decision coming out of executive session.

- 11. Next Regularly Scheduled Meeting:** Tuesday, August 12, 2025 at 6:00pm

- 12. Adjournment:** Suarez makes a motion to adjourn. Marrow seconds the motion. Motion carries 5-0-0. The meeting is adjourned at 7:36pm.

