



TOWN OF TOWNSHEND

Selectboard

PO Box 223 Townshend, Vermont 05353

SELECTBOARD MEETING MINUTES

August 26, 2025 6:00 PM

Townshend Town Hall

Approved: 9/9/25

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

In Attendance: Brain Guerrino-BCTV, Jeremy Zumbruski, Connie Holt

MOP: Dale West, Helen Holt, Liza Martin, Laura Richardson, Shawn Marrow, Tim Crosby

1. **Meeting Call to Order:** Evans calls the meeting to order at 6:00pm.
2. **Approval of Minutes:** Frisk motions to approve the August 12, 2025 meeting minutes. Wright seconds the motion. Motion carries 5-0-0.
3. **Additions and Deletions:**
 - a. **MOP (4a):** Liza Martin, Keeper of the Common
 - b. **Old Business (8g):** Hazard Mitigation Plan adoption
 - c. **New Business (9c):** Tax Sale issue
 - d. **New Business (9d):** Kyocera Printer/Copier contract
 - e. **New Business (9e):** Better Rds Grant agreement – engineering study
4. **Members of the Public:**
 - a. Liza Martin, Keeper of the Common, raises questions and concerns about the appointment. There is a discussion of the Common Committee and the role of the Keeper of the Common. There are no decisions made.
5. **Correspondence:**
 - a. Lindsay Chambeau letter: The Selectboard discuss the issue of the responsibility of the West Street Sewer group. The Board decides to take no action and to notify Chambeau that the Selectboard is taking no action.
6. **Warrants:** Wright makes a motion to pay warrants 1 – 5.

Payroll:	\$14,753.81
Payroll Taxes:	\$6,692.26
General Fund:	\$3,967.30
General Fund:	\$8,755.87

Highway:	\$267,237.07
Total:	\$301,406.31

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

7. Reports:

a. Highway: Zumbruski reports:

- i. GMP is graveling and grading on Brookline Road. They are replacing culverts on East Hill Road. Then they will begin replacing culverts on Simpson Brook Road.
- ii. ATG expects to do the repairs to Truck 4 the end of next week.
- iii. The Grants in Aid work continues. Back Windham Rd should be done by the end of this week. The crew will then move to Winslow Drive.
- iv. The Crack Sealing Project starting today and should run for 3 -3.5 days.

b. Treasurer: Evans gives the report. She reports that there is \$1,424,953.47 in the municipal investment fund and \$30,000 in the sweep account. She points out the revenue report provided by the Treasurer for the second period.

c. Town Clerk: No report from the Clerk this meeting.

d. Chair: Evans reports:

- i. There is a request from a town resident to do target practice at the town gravel pit. The Board decides to not allow it.
- ii. Performance reviews of the road crew will begin mid-September. It is decided that the Selectboard will give Jeremy's performance review.
- iii. Vermont Young Tree Pruning Training. Open to the Public. To held on the Townshend Common Thursday, November 6th 11:00am – 1:30pm.

e. Grant Coordinator: Marrow gives an update on her grant work;

- i. Marrow makes a motion to sign the Bridge 41 engineering study grant agreement. Suarez seconds the motion. Motion carries 5-0-0.
- ii. PACIF Alarm 50% grant: still processing.
- iii. Fountain grant project: she reports that the Townshend Historical Society has agreed to be the pass-through organization for any private donations. She continues to explore grants for the project.
- iv. USDA trash compactor grant - continuing to compile the docs. Hope to submit application by 9/1/25.
- v. Applied to two new VTrans grants for municipal sign package, and temporary lighting.
- vi. Pedestrian Grants: waiting to hear if we are awarded.
- vii. Hydrologically studies grant: waiting to hear is we are awarded.

8. Old Business:

- a. **Crosby tax payment issue:** Evans gives an update from last meeting. The Board decides to direct Holt to do the following:
 - i. Contact VLCT with questions regarding the issue. Wright will assist Holt is crafting the questions.
 - ii. To get information from the Listers and Treasurer to see if the parcel numbers match the tax bills and receipts.
 - iii. Request, from the Treasurer, copies of 3 years of payment receipts for Tim Crosby, Susan Lehrman, and the Banks involved.
 - b. **Discussion of the Tax Rate:** Holt summarizes the documents in the package. There is no discussion.
 - c. **Road Commissioner position:** The Board decides to act as the Road Commissioner.
 - d. **Elementary School issue:** Evans states that the town needs to understand and decide what to do with the Elementary school if the Supervisory Union hands it over to the Town. Marrow agrees that the Town needs to be ahead of the issue. The Board directs Holt to request a meeting with Wendy Harrison.
 - e. **Common Tree Maintenance:** Evans points out the tree care schedule in the package. Marrow summarizes that the doc was prepared by the Urban Forester when the Board decided not to renew the Bartlett common care contract. Marrow states that there is more work to do. She has notified the elementary school about the expectation of children on the common at recess and in the after-school program.
 - f. **Bike Tech Program request:** Evans states that the program is researching locations for their storage. No request in front of the Board at this time.
 - g. **Hazard Mitigation Plan adoption:** Suarez makes a motion to adopt and sign the Hazard Mitigation Plan. Marrow seconds the motion. Motion carries 5-0-0.
9. **New Business:**
- a. **Bridge 27 repair:** Wright reads the bids. Sam Bourne bids \$19,782.69. AS Clark bids \$65,000.00. Wright makes a motion to accept Sam Bourne's bid of \$19,782.69. Frisk seconds the motion. Motion carries 5-0-0.
 - b. **Shed floor repair:** Wright reads the bid. EAZ Excavating bids \$57,750.00. Wright makes a motion to accept EAZ's bid of \$56,750.00. Suarez seconds the motion. Motion carries 5-0-0.
 - c. **Tax Sale issue:** Evans summaries the issue and states that the Board needs to decide if we will submit the minimum bid on a property. Wright makes a motion to no make a minimum bid. Frisk seconds the motion. Motion carries 5-0-0.

d. **Kyocera Printer/Copier contract:** Marrow makes a motion to approve the new Kyocera contract for copiers/printers for the Listers and the Treasurer. Frisk seconds the motion. Motion carries 5-0-0.

e. Better Roads Grant – engineering study: see above

10. Executive Session: N/A

11. Next Regularly Scheduled Meeting: Tuesday, September 9, 2025 at 6:00pm

12. Adjournment: Suarez motions to adjourn. Wright seconds the motion. Motion carries 5-0-0. Meeting is adjourned at 7:40pm.