TOWN OF TOWNSHEND

Selectboard
PO Box 223 Townshend, Vermont 05353

SELECTBOARD MEETING MINUTES
September 23, 2025 6:00 PM
Townshend Town Hall
Approved: DRAFT

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

PUBLIC HEARING: Dog Ordinance: Evans calls the public meeting to order at 6:03pm. Evans announces that after getting legal opinion it is her opinion that there needs to be a public warning for a hearing. The Board decides to postpone the meeting until there is a publicly warned Public Hearing. The Board decides to postpone the hearing.

Present: Allie Evans, Katie Marrow, Rob Wright, Nick Suarez, Steve Frisk
In Attendance: Tina Rubico-BCTV, Connie Holt
MOP: Cory Ciklin, Laura Richardson, Liza Martin, Andy Snelling, Warren Beattie, Tim Crosby, Dale West, Elish Stratford, Jay O., Shaun Marrow, Helen Holt, Tom Caffrey, Doug Ballentine.

SELECTBOARD REGULAR MEETING:

1. **Meeting Call to Order:** Evans calls the meeting to order at 6:16pm.
2. **Approval of Minutes:** Suarez makes a motion to approve the September 9, 2025 meeting minutes and the September 12, 2025 Special Selectboard meeting. Frisk seconds the motion. Motion carries 5-0-0.
3. **Additions and Deletions:** Evans runs through the additions and deletions.
   a. Old Business (8c): Website Committee Recommendation on bids
   b. New Business (9d): PACIF grant application approval for Fire Alarms
   c. New Business (9e): Dog Complaint
4. **Members of the Public:**
   a. Mr. Crossby, resident, raises that he does not feel that his tax payment issue has been settled. Suarez summarizes the outcome of the special selectboard meeting regarding his issue. Suarez concludes that the error originates with Corelogic; not the Town. Crosby disagrees and states he is not getting the requested information from the Treasurer. Evans states that regardless of the Selectboard's decision, residents should be treated with respects. She states to keep her informed on how the process is going.
   b. Steve Morella, resident on Deer Ridge Road is requesting that a "Dead End" or "No Thru Traffic" sign be erected at the end of Deer Ridge Road. Snelling, resident, points out that there used to be a

sign there in the past. Marrow makes a motion to direct Jeremy Zumbruski, Road Foreman, to put up a Dead End sign at the end of Deer Ridge Road. Frisk seconds the motion. Motion carries 5-0-0.

c. Greg Frost's request to purchase sand from the Town. Frost did not attend the meeting. The Board tabled the issue until Frost can be in attendance.

5. **Correspondence:** None
6. **Warrants:** Wright makes a motion to pay warrants 1-6.

a.	Payroll:	$14,633.33
b.	Payroll Taxes:	$6,707.90
c.	General Fund:	$11,574.46
d.	Highway:	$63,451.09
e.	Highway Equipment:	$00.00
f.	Fire Pond:	$428.94
	Total:	$96,795.72

Suarez seconds the motion. Frisk reminds the Board that the Pete's mower rental payment will be held until the end of the month when the rental is complete. Motion carries 4-0-0 (Marrow not in attendance).

7. **Reports:**

a. Highway: No Highway report

b. **Treasurer:** Evans gives the Treasurer report. The Treasurer reports that there is $764,397.69 in the municipal investment account and $30,000 in the checking account.

c. **Town Clerk:** Evans gives the Clerk report. The Clerk took in a total of $1,951.00 in fees and services.

d. **Chair:** Evans announces the Windham Regional Commission public hearing on the Regional Plan on Tuesday, September 30th at 5:30 in Brattleboro. Evans reports that she is scheduled to have a meeting this Friday to discuss mini-splits. She reports that this Monday she and Jeremy will be conducting performance reviews at the highway department.

e. Grant Coordinator: Marrow summarizes her work on the past month. She reports that the town received the $115,000 in grant money for paving road work this summer. Receiving this money has freed up budgeted funds to do the reclaiming work on Dam Road, the crack sealing work in town, the East Hill bridge repair, and to repair the Sand Shed floor. She informs the Board the town did not receive the grant money for pedestrian grants. She will be meeting with Windham Regional Commission to debrief. She continues to research funds for the fountain project. She is applying for the PACIF grant for the Fire Alarm System upgrade at the garage. The Board discusses getting a better understanding of the bill prior to applying for the grant. Marrow requests the documents around the Countryside Alarms work.

8. **Old Business:**

a. Town Plan approval: Suarez makes a motion to approve the 2025 Town Plan. Frisk seconds the motion. Motion carries 4-0-0 (Marrow not in attendance).

b. Laura Richardson updates the Board that an arborist repaired the tree at no cost.

c. Website Committee Recommendation on bids: Ciklin summarizes the recommendation of the Website Committee to go with the Ecopixel bid for a website. Suarez makes a motion to accept the Ecopixel bid for an official website and to enter into a 3 year contract for $3,857 per year. Frisk seconds the motion. Motion carries 4-0-0 (Marrow not in attendance).

9. **New Business:**

a. Gazebo Committee requests: Ramp for the Gazebo and budget items: Evans reads the request from the Common Committee. She states that she will research the electricity bill, the Town will reimburse Holt for the purchase of the mums, and she will talk with Zumbruski about the ramp. She thanks Richardson for the offer to donate the ramp.

b. Planning Commission bid for upgrade to front doors for ADA accessibility: Suarez makes a motion to accept the bid of $17,640.00 to install handicap mechanism on the Town Hall doors, paid out of the Town Hall Reserve Fund, and to authorize electrical work not to exceed $2,000. Frisk seconds the motion. Motion carries 3-0-1 (Marrow not in attendance). Wright asks Evans why she voted no. Evans states that she thinks we are opening a can of worms with the electrical work.

c. Common Use Request - Pumpkin Festival: Suarez makes a motion to approve the Pumpkin Festival Common Use request for 10/18, and to waive the fee, and to authorize Evans to sign on behalf of the Board. Wright seconds the motion. Motion carries 4-0-0 (Marrow not in attendance).

d. PACIF grant application approval for Fire Alarms (see above)

e. Dog Complaint: The Selectboard and the Constable acknowledge the dog complaint filed on 9/22/25 with the Selectboard. The Board decides to go into executive session regarding the matter. Suarez makes a motion to go into executive session via 20 V.S.A. 3546 to discuss the dog complaint and to invite Warren Beattie and Connie Holt. Frisk seconds the motion. Motion carries 4-0-0. The Board moves into executive session at 7:37pm.

10. **Reconvene Meeting:** Suarez makes a motion to reconvene the meeting. Wright seconds the motion. Motion carries 4-0-0. Meeting is reconvened at 8:04pm. Suarez reports that there was no resolution from the executive session.

11. **Adjournment:** Suarez makes a motion to adjourn. Wright seconds the motion. Motion carries 4-0-0. The meeting is adjourned at 8:05pm.

12. **Next Regularly Scheduled Meeting:** October 14, 2025 at 6:00pm