



TOWN OF TOWNSHEND
Selectboard
PO Box 223 Townshend, Vermont 05353

SELECTBOARD MEETING MINUTES

September 9, 2025 6:00 PM

Townshend Town Hall

Approved: 9/23/25

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

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

MOP: - Rick Matchzke, Liza Martin, Bob DeSiervo, Andy Snelling, Dale West, Shawn Marrow, Laura Richardson, Kristina Cerrone.

1. **Meeting Call to Order:** Evans calls the meeting to order at 6:05pm
2. **Approval of Minutes:** Suarez makes a motion to approve the August 26, 2025 meeting minutes. Frisk seconds the motion. Motion carries 5-0-0.
3. **Additions and Deletions:**
 - a. **Add - Members of the Public:** Public Hearing on the Town Plan
 - b. **Add - Members of the Public:** Laura Richardson
 - c. **Delete** – 8(a) – Tim Crosby tax issue
 - d. **Add:** New Business (9f): Common Use Request – Trick or Trunk 10/25/25
 - e. **Add:** Executive Session - §313.1(e)
4. **Members of the Public:**
 - a. Public Hearing on the Town Plan: The Selectboard held the public hearing and decides they need to review the document. No action is taken to adopt the plan.
 - b. Laura Richardson reads a letter describing the damage done to her tree by the roadside mower. She submits the letter with pictures and requests that the town pay for an arborist to repair the damage. The Selectboard receives the letter and pictures.
5. **Correspondence:** None
6. **Warrants:** Wright makes a motion to approve the warrants and to remove the Pete's Equipment invoice for the roadside mower. Suarez seconds the motion. Motion carries 5-0-0.

a. Payroll:	\$19,401.67
b. Payroll Taxes:	\$8,327.46
c. General Fund:	\$8,588.46
d. Highway:	\$15,118.20
e. Highway Equipment:	----
f. Library Electricity:	\$41.46
g. Fire Pond:	\$50.00
7. **Reports:**

- a. **Highway:** Zumbruski reports that GMP's project is ongoing. They are up on Townshend Acres ditching and graveling. Then they will move to East Hill Road. Tomorrow they will start culvert work on Simpson Brook Road. He reports that there are 2 road segments remaining that he is finishing up this month for the Grants In Aid VTrans grant program. The crack sealing work is completed. East Hill bridge repair will happen at the end of the month. The sand shed floor repair has started. The crew is holding off on grading because of the drought situation. Evans mentions that there is a complaint regarding grading on Crane Mtn Road. Holt reports that the mower has been rented for one month instead of two weeks and it is covered in the budget.
 - b. **Treasurer:** Evans gives the report. There is \$1,564,159.58 in the municipal investment fund and \$30,000.00 in the checking account.
 - c. **Town Clerk:** Evans gives the report. The Clerk took in \$683.00 for fees and services.
 - d. **Chair:** Evans gets approval from the Board to research Mini Splits for heating and cooling for the downstairs of Town Hall. There is a discussion about speeding on Rt. 35 and the challenges for addressing the issue. Evans brings to the attention of the Board that the auditor informed the town that there is deficit in the Stone Arch Bridge Reserve. She researched the issue and believes it is an accounting error. The auditor confirmed that the revenue and costs of the Stone Arch Bridge can be moved to the Highway Dept Special Project line item. Evans makes a motion to instruct the Treasurer to assign the THS revenue and the Standing Stone last invoice to the Special Project budget item in the Highway Dept. Frisk seconds the motion. Motion carries 5-0-0. Evans reports that the Performance Reviews have been handed out to the Road Crew. Evans reports that a dog attacked and killed another dog in West Townshend. Resident, Kristina Cerrone, asks the Board for a hearing on the incident. She is concerned about safety. There is a discussion about the status of the dog ordinance. The Board decides to do research on the status of the ordinance and if it needs to be adopted is a public hearing required. Kristina is directed to contact Holt to give any documents regarding the matter.
 - e. **Grant Coordinator:** 9/23/25 meeting
8. **Old Business:**
- a. ~~Tim Crosby Tax Issue~~
 - b. Delinquent Tax collection on long-term disputed properties: Holt updates the Board on the issue. Suarez makes a motion to authorize the Delinquent Tax Collector to engage her attorney to research the long standing delinquent properties, to bring them to a tax sale, not to exceed \$10,000 in attorney fees. Marrow seconds the motion. Motion carries 5-0-0.
9. **New Business:**
- a. Town Website bids: Wright opens the bids. Board decides to send the bids to the Website Committee for their recommendation. The companies that bid are Montague from MASS, Ecopixel, VT, and CivicPlus, Kansas.
 - b. VTrans Grant in Aid Grant – Frisk makes a motion to authorize Evans to sign the grant agreement for the ditching grant for FY26. Suarez seconds the motion. Motion carries 5-0-0.
 - c. Dog Ordinance – see above
 - d. Point of contact for VTrans grants: Marrow summarizes that the grant agreements are going to the clerk and the chair and getting stalled. She is going to investigate changing the point person that the state sends documents to.

- e. State Gov't Municipal Day: The Selectboard decides to authorize Nick and Katie to go in their roles as Selectboard members and Connie Holt as Selectboard Assistant.
 - f. Common Use request: 10/24 Trick or Trunk: Marrow makes a motion to approve the Trunk or Treat common use request and to waive the fee, and to authorize Allie to sign on behalf of the Board. Suarez seconds the motion. Motion carries 5-0-0.
10. **Executive Session:** §313.1(e). Evans makes a motion to go into Executive Session and to invite Holt to join. Suarez seconds the motion. Motion carries 5-0-0. The Board moves into executive session at 7:04pm. Evans makes a motion to reconvene the Selectboard meeting. Suarez seconds the motion. Motion carries 4-0-0. Suarez reports that the Board has decided to request a meeting with the Treasurer regarding a tax issue.
11. **Next Regularly Scheduled Meeting:** Tuesday, September 23, 2025 at 6:00pm
12. **Adjournment:** Suarez makes a motion to adjourn. Marrow seconds the motion. Motion carries 3-0-0. The meeting is adjourned at 7:41pm.