



TOWN OF TOWNSHEND
Selectboard
PO Box 121 Townshend, Vermont 05353

Selectboard Meeting Agenda
April 23, 2024 6:00 PM
Townshend Town Hall
Approved: 5/14/24

Present: Allie Evans, Katie Marrow, Nick Suarez, Kate Jansak-Alley

Not Present: Sherwood Lake

In Attendance: Galen Robinson – BCTV, Connie Holt Select Board Assistant

1. **Meeting Call to Order:** Evans calls the meeting to order at 6:09pm.
2. **Approval of Minutes:** Marrow makes a motion to approve of the April 9, 2024, regular Selectboard meeting minutes, the April 15, 2024 Emergency Meeting, and the April 17, 2024 Special Selectboard meeting. Suarez seconds the motion and states that he concurs with the minutes of the 9th and the 15th, he points out that he was not in attendance on the 17th. Motion carries 4-0-0.
3. **Additions and Deletions:** Evans runs through the additions to the agenda
 - a. Old Business (8f): Town Hall/Common Use policy
 - b. New Business (9e): Employee request for medical leave of absence
 - c. Riverbend Market's liquor and tobacco licenses.
4. **Members of the Public:** Gretchen Havreluk – MTAP Program
Havreluk explains that the MTAP Program is a state funded program to help small towns in technical assistance to move projects forward. She states that she met with members of the select board and the planning commission regarding town projects they are interested in. After she surveyed the members at the meeting the top three identified project are; Fire Alarms systems upgrades to town buildings, backup power at the garage and town hall, and Town Hall ADA compliance upgrades. Havreluk recommends that the town group fire alarm systems and backup power into one project and submit a letter of inter for funds under the Climate Resiliency category of MTAP.

Evans makes a motion to approve the projects and have Havreluk submit the paperwork by 4/30/24. Suarez seconds the motion. There is a discussion of the amount of the projects and the chance of getting the funds. Havreluk states the projects total roughly \$52,000 and there is no guarantee that they will fund the projects. Motion carries 4-0-0.

5. **Correspondence:** None

6. **Warrants:** Jansak-Alley point out the error in the Warrants dates. She corrects it to 4/13/2024 and makes a motion to pay warrants 1 -5.

1. Payroll:	\$10,587.42
2. Payroll Taxes:	\$3,513.00
3. General Fund:	\$9,300.67
4. Highway:	\$9,529.82
5. Highway Equipment:	\$2,112.30
Total:	\$35,043.21

7. **Reports:**

0 1. **Highway:** Zumbruski gives the report. He reports that there has been no snow and that is a good thing. The grader went down and have a short term rented grader to continue the work on the roads. A mechanic has looked at the grader and replaced the toro but it did not fix the machine.

2. **Treasurer:** Evans gives the report. She reports that there is \$627,739.27 in the municipal investment fund and \$30,000.00 in the checking account. She reports that after our obligations the town has \$331,800.00 available.

3. **Town Clerk:** Evans gives the report. The Clerk took in \$978.00 in fees and services.

4. **Chair:** No report

8. **Old Business:**

a. **Equipment Proposal:** Zumbruski runs through the equipment proposal. Marrow points out that with the grader going down it changes the priorities of the equipment proposal. She states that the grader is a priority but need an excavator to complete road projects that are covered under two VTrans grants that run out in September. She finishes her summary saying that it does not make sense to diagnosis or repair the grader. Suarez is in communication with the state f VT Equipment Loan Program to see if the amount we can borrow can be raised due to the emergency breakdown of the grader. Evans raises the idea of leasing all the equipment in order to get all three pieces of machinery that we need. Suarez comments that the lease agreement on the Backhoe does not lock us in if residents do not approve at town meeting next year. Marrow adds that leasing is cheaper than renting per month. She states that she is concerned that smaller companies may need their equipment and pull them back.

Evans summarizes the numbers that the Board is considering for equipment:

1. \$16,000 for the short-term renting of an excavator from June through September.

2. \$22,000.00 for the purchase of a trailer to move the excavator and other equipment.
 3. \$35,000.00 for a backhoe lease.
 4. \$90,000 for a grader lease
- For a total of \$163,000.00

Evans suggests that she and Marrow meet to see if there is money in the budget to purchase the trailer in FY24.

Marrow makes a motion to allow Zumbruski to rent an excavator to do work from June through September from Milton at 3,200.00 month not to exceed \$16,000.00. Suarez seconds the motion. Motion carries 4-0-0.

Marrow makes a motion to authorize Zumbruski to research a lease for a grader. Jansak-Alley second the motion. Motion carries 4-0-0.

Marrow makes a motion to authorize Evans to sign a backhoe lease on behalf of the Select Board. Suarez seconds the motion. Motion carries 4-0-0.

Marrow makes a motion to authorize Evans to sign a short-term backhoe rental agreement and a grader short term rental agreement on behalf of the Board. Suarez seconds the motion. Motion carries 4-0-0.

b. Update on Hazard Mitigation Plan: Suarez gives an update on the next steps for the Hazard Mitigation Plan. There will be a public meeting on May 8th to assemble a core team of essential services to discuss the hazard risks. In conjunction with the meeting there is a public survey of residents regarding their risk concerns. From those two sources Alyssa Sabetto, from WRC, will coordinate a meeting to discuss mitigation actions in June. After these two meetings, Allyssa will draft a plan for review. After the draft is w=edited the WRC will submit it to the state and FEMA for their review and approval.

c. Monthly report from Grant Coordinator: Marrow gives a report on the guidelines of the position and the work that she has done so far. It is agreed that she will give reports at the second select board meeting each month. Marrow agrees that and the 5/28/24 Select Board meeting she will recommend a grant to apply for.

d. Town Hall Cleaning/Light Maintenance position: Evans raises the idea to the board of expanding the duties of the Town Hall Cleaning & Light Maintenance position. She tables the issue until the next SB meeting in order to get more information on this.

e. **Town Hall Use request:** Dance Practice: Suarez makes a motion to approve this Town Hall use request. Jansak-Alley seconds the motion. Motion carries 4-0-0.

f. **Town Hall/Common Use Policy:** Jansak-Alley summarizes the work she has done on the Town Hall Use and Common Use policy. She states that the motivation behind the revisions to the policy is threefold;

1. To encourage the use of Town Hall.
2. To create simpler forms to use.
3. Reduce impediments to use the Town Hall and the Common.

Evans suggests that the Board consider adopting the revisions for six months to see how it goes. There is a discussion regarding flat fees and fees for winter use. Deseirvo, resident, raises the concern about monitoring the use to prevent damage. Jansak-Alley suggests there should be a walk through prior to the event with the person/organization using the facility and make a note in the rental agreement. Suarez makes a motion to adopt the revised policy for six months in which the public can review. Marrow seconds the motion. Motion carries 4-0-0.

9. **New Business:**

a. **Appointments:** Evans reads through the names of the appointees for the 2024 - 2025 year. Jansak-Alley seconds the motion. Motion carries 4-0-0.

Evans reads through the list of suggested appointment positions to create. Suarez makes a motion to approve the new positions being created. Jansak-Alley seconds the motion. Suarez and Marrow express concern about duplicating work and creating confusion if a Grant Developer appointment is created. Suarez amends his motion to eliminate the Grant Developer appointment. Jansak-Alley seconds the amendment.

Marrow raises holding off on the EMC deputy for Local Emergency Management Plan appointment until the Board can hear from Sherwood Lake. Suarez amends his motion to table the EMC deputy appointment. Jansak-Alley seconds the amendment. Motion carries 4-0-0.

b. **Common Use request:** Pickle Festival: Marrow makes a motion to approve the Common use request. Evans suggests that the request is table until there is clarification on the dates.

c. **MTAP Grant Project:** (see above)

d. **Humane Society Contract:** Suarez makes a motion to approve the Humane Society contract. Marrow seconds the motion. Motion carries 4-0-0.

e. **WRC Contract for Town Plan:** Suarez makes a motion to approve the WRC contract starting April 1, 2024- 2025. Marrow seconds the motion. Motion carries 4-0-0.

f. **Leonard Reynolds request for medical leave of absence:** Marrow makes a motion to approve Leonard Reynolds medical leave of absence. Suarez seconds the motion. Holt points out that the leave would be unpaid, he would not accrue paid time off while out on leave, and the town will continue his health insurance during the leave. Motion carries 4-0-0.

g. **Riverbend Market's liquor and tobacco licenses:** Marrow makes a motion to approve Riverbend's Class 2 Beer & Wine license and tobacco licenses, and to authorize Evans to sign on behalf of the Board. Suarez seconds the motion. Motion carries 4-0-0.

10. **Executive Session:** none

11. **Next Regularly Scheduled Meeting:** Tuesday, May 14, 2024 at 6:00pm

12. **Adjournment:** Marrow makes a motion to adjourn. Suarez seconds the motion. Motion carries. Meeting is adjourned at 7:59pm.

