



**TOWN OF TOWNSHEND**  
**Select Board In-Person Meeting**  
**Minutes August 10, 2021      Approved September 28, 2021**  
**6:00pm**

**Present:** Sherwood Lake, Haley Felker, Rob Wright, Steve Frisk, Allison Dercoli

**In Attendance:** BCTV Technician

1. **Call to Order:** Lake calls the meeting to order at 6:00pm.
2. **Approval of Minutes:** Lake states there are no minutes to approve.
3. **Additions and Deletions to the Agenda:**
  1. Addition: Correspondence 7(a) - messages to Highway crew.
  2. Addition: Old Business 8(c) - Law Enforcement Contract.
  3. Addition: Old Business 8(e) - ARPA funds.
  4. Addition: New Business 9(b) - Letter from Rescue.
  5. Addition: New Business 9(c) - Oil contract for Town Hall & Fire Dept.
  6. Addition: Chair's Report: FEMA test.
4. **Members of the Public:** None
5. **Warrants:** Wright motions to pay Warrants 1 - 6. Frisk seconds the motion. Motion carries 5-0-0.
  1. Payroll: \$12,992.89
  2. Payroll Taxes: \$5,430.60
  3. General Fund: \$7,558.46
  4. Highway: \$1,204.06
  5. Equipment: \$2,113.21
  6. General Fund/Flood: \$27,165.00
  7. Total Warrants: \$56,464.22
6. **Reports:**
  1. **Highway:** Frisk gives report; Severe weather events 7/29. 18 roads damage some severely. 5 roads completely out of commission. 3 of those roads were repaired by Friday morning. Two of the roads repair were contracted out (Gale Road and Back Windham Road). Dale Clark repaired them by Saturday morning. Other repairs are being done road by road. Repair to the retaining wall on Simpson Brook Road is out for bid. Frisk proposes to the Board to secure a line of credit for \$300,00 to pay for the damages caused by the weather event.

Motion made by Wright to direct the Treasurer to obtain a line of credit to cover the cost of weather disaster emergency. Dercoli seconds the motion. Motion carries 5-0-0.

**2. Town Clerk:** none

**3. Treasurers:** Lake gives report:

Municipal Investment Fund: \$845,324.67

Checking Account: \$30,000.00

Tax Bills have gone out on time.

**4. Chair:** Lake gives report;

1. Arnold Cole has passed away. Sympathies from the Select Board have been sent to his family.
2. FEMA will be running a national test of the emergency notification system at 2:20pm tomorrow afternoon.

**7. Correspondence:**

1. Statement and messages to the highway crew: Lake reads Select Board Chair statement commending the highway crews. Lake also reads two other messages of thanks from town residents.

**8. Old Business:**

1. Listers computer error: Listers have notified us of a computer error that has resulted in an error in calculating VT TransCo taxes. The computer error has been fixed and the calculation for VT TransCo has been corrected. The Select Board needs to Sign off on the error and correction. Wright makes motions to accept Listers documents and to Sign off on correction to VT TransCo taxes. Frisk seconds the motion. Motion carries 5-0-0.

2. Dam Update: Dercoli reports. Dercoli would like the Select Board to send a letter to the State of Vermont Congressional Delegation and appropriate state agencies providing them updated lister assessment and to request a reassessment of the tax rate and pilot payment to Townshend. Wright moves to accept letter composed by Dercoli on behalf of the Select Board covering the Dam Project. Motion carries 5-0-0.

3. Law Enforcement Contract: Lake reports that he is still waiting for a proposal from the Sheriff's department, but has not received any. Need to move forward not this issue. Frisk makes a motion to enter into a contract with the Vermont State Police in the amount of \$20,000.00 for law enforcement in Townshend. Wright seconds the motion. Motion carries 5-0-0.

4. ARPA: The first payment of the ARPA funds in the amount of \$64,854.06 has been received and deposited into the account set up for this purpose.

**9. New Business:**

1. Purchasing and Procurement Policy form change: Lake informs the Board that the form has been changed. The town will be using the Vermont League of Cities and Towns template that is updated and reviewed by lawyers. The Board needs to sign off on the new form. Felker makes a motion to accept ratification of new Purchase and Procurement Policy for the town effective immediately. Frisk seconds the motion. There is some discussion about the difference between the old and new form. The motion carries 5-0-0.

2. Town Hall and Commons Use request form change: Lake informs the Board that there is a new form to request use of the Town Hall or the Commons. It is not a substantive change. The form is formatted better and supplies contact information. It is the same language that requires approval and liability insurance. There is some discussion on waiving liability insurance for certain types of use. No motion needed since Lake was informing the Board.

3. Billy Smith Road: Home owner is requesting to be reimbursed for repairs he made to Billy Smith Road after the storm. Highway Supervisor, Frisk, determined that the town is not responsible for the repairs due to the fact that there is no class 4 section on Billy Smith Road. Frisk will send the resident this conclusion.

4. Letter from Rescue: Board received a letter for Rescue. The contract is up for renewal this year. There will be a meeting held on 9/16 at 6:30pm to go over changes that will effect our funding of rescue services.

5. Fuel Services for Town Hall and Fire Dept: Guy Nato of Wilmington Fuel Services has submitted an offer to provide #2 fuel for both the Town Hall and the Fire Dept. at a cost of \$2.509 per gallon. Wright moves a motion to accept the bulk fuel contract for Town Hall and the Fire Dept. by Guy Nato of Wilmington Fuel Service. Felker seconds the motion. Motion carries 5-0-0.

**10. Executive Session:** Frisk makes motion to go into Executive Session regarding personnel issue. Wright seconds the motion. Motion carries 5-0-0. Select Boards goes into Executive Session at 6:52pm. There will be no report out of this meeting

**11. Next Meeting:**

**12. Adjournment:**