



TOWN OF TOWNSHEND

Selectboard
PO Box 121 Townshend, Vermont 05353

Selectboard Meeting Agenda

April 12, 2022 6:00 PM

Townshend Town Hall

Approved: 4/26/2022

Present: Sherwood Lake, Rob Wright, Steve Frisk, Katie Marrow, Rob Swiger

In Attendance: Brian Guerino - BCTV Tech, Connie Holt

Members of the Public: Helen Holt

1. **Meeting Call to Order:** Lake calls the meeting to order at 6:00pm.
2. **Approval of Minutes:** Wright makes a motion to approve the March 22, 2022 Selectboard meeting minutes. Frisk seconds the motion. Motion carries 5-0-0.
3. **Additions and Deletions:**
 - a. Correspondence: Vermont Land Trust Letter
 - b. Correspondence: Highway crew resignation letter
 - c. Chair's Report:
 - i. NEMRC project
 - ii. Grant for Fire Department
 - iii. Rescue Inc.
 - d. New Business:
 - i. Emergency Management Plan
 - ii. Liquor License
4. **Members of the Public:** None
5. **Correspondence:** Lake brings to the attention of the Selectboard a letter from the Vermont Land Trust informing Townshend of the acquisition of property by the Pinnacle Society. The Pinnacle Society is in the grant process to purchase the land. Townshend will be informed when the sale goes through. The reason we are being informed is because this effects 53 acres in Townshend.
6. **Warrants:** Wright makes a motion to pay Warrants 1 through 9. Frisk seconds the motion. Motion carries 5-0-0.

- | | |
|-------------------|-------------|
| 1. Payroll: | \$10,309.52 |
| 2. Payroll: | \$11,659.56 |
| 3. Payroll Taxes: | \$4,579.11 |

4. Payroll Taxes:	\$4,881.98
5. General Fund:	\$11,581.00
6. General Fund:	\$4,037.71
7. Highway:	\$524.91
8. Highway:	\$26.95
9. Highway Department:	\$3,386.93
Total:	\$50,987.67

7. **Reports:**

1. **Highway:** Frisk gives Highway report.

a. Frisk reads Jeremy Zumbruski's resignation letter of 4/11/22. Resignation effective 4/21/22. We are moving forward with running an ad in the Commons for two weeks. The application cut off is Friday, May 20th.

b. There is a couch and box spring left on the side of Athens Road turnaround. Will cost approximately \$50.00 to get rid of it. The Highway Dept has the funds in the Green Up Day account. The Selectboard gives Frisk approval to remove the items.

c. Roads: As the roads dry out the road crew has been out tuning up the roads. The grader has been out every day covering stone. Robbie is shaping the roads as they dry out. Currently, the worse road is Buck Hill. It is passable but very muddy.

2. **Treasurer:** Lake gives the Treasurer's report. Lake presents the Bi-weekly Trial Balance Re-Cap Report. The Working Fund Balance is \$133,573.00 with a budget amount of negative \$11,046.00. This means that we have money, but according to our budget we are \$11,046.00 short. This has to do with when the tax money comes in and the amount of money held in reserve funds and other ear marked money.

3. **Town Clerk:** The clerks report is in the packet.

4. **Chair:** Lake reports on;

a. NEMRC Project: Last week we started a project on the town's accounting system, NEMRC. We are working to do reassign some account numbers to be able to get a more accurate report. It should be a simple process of re-aligning the line items in the General Fund (the 100's). This will help us get a better picture of what we are spending our money on. The plan is to have these changes in place by the new fiscal year, July 1st.

b. VLCT Equipment Grant: Townshend has applied for a grant from VLCT to limit the liability on equipment. In the past they have funded 50% of allotted expenses. This year they are funding 100% of allotted costs. Townshend is applying for 6 back up cameras to help with vision impairment. We are waiting to hear about approval.

c. Rescue Inc: Rescue Inc has been in dispute with the City of Brattleboro. As a result, Brattleboro has ended their contract with Rescue Inc. This may potentially increase the cost for their services to other towns. We have already budgeted 3 years of rescue services that was approved by the voters. So, this is something to keep our eye on. There is a Rescue Inc. meeting May 19th to hear about the impact.

8. Old Business:

a. Roof Repair: There has been a leak in the upstairs roof into the stage area. We have tried local folks with no success. Charlie Merchant suggested an outfit out of Walpole , NH, Jancewicz and Son. Would like to do business with local roofers, but have not have much success. I am looking for the Board's opinion on going out of town for roof repair, including the porch roof. Wright asks if we have reached out to any other companies beside Jancewicz. Lake states we have not reached to anyone yet. Wright states he would like to see us contact other companies around the area. Lake suggests that Wright get some names to Connie to include in the outreach.

9. New Business:

a. Emergency Management Plan: This is a yearly required document. It is a requirement in order to get State and Federal funding for disasters. This and a disaster mitigation plan which we are working on. This needs to be signed off on by the Selectboard and submitted. Have increased the spending approval to \$15,000.00. It has been \$10,000.00 for the past few years. Frisk makes a motion to accept the local emergency management plan for municipal adoption. Swiger seconds the motion. The motion carries 5-0-0.

b. Liquor License Renewal; West River Community Project is requesting to renew their 1st Class liquor license and to renew their outside permit for their liquor license. Wright makes a motion to grant their renewal of their 1st Class Liquor License. Frisk seconds the motion. Motion carries 5-0-0. Swiger makes a motion to renew the West River Projects permit for outside consumption. Wright seconds the motion, Motion carries 5-0-0.

c. Windham Solid Waste Management District: WSWD is requesting letters of support to the State Senators and Representative Welch for a grant to fund the expansion of the food waste composing facility in Brattleboro. Frisk makes a motion to send the letters of support on behalf of Townshend. Swiger seconds the motion. Motion carries 5-0-0.

10. Executive Session: N/A

11. Next Regularly Scheduled Meeting: Tuesday, April 26, 2022

12. Adjournment: Wright makes a motion to adjourn. Frisk seconds the motion. Motion carries 5-0-0. Meeting is adjourned at 6:24pm.