



## TOWN OF TOWNSHEND

Selectboard  
PO Box 121 Townshend, Vermont 05353

### Selectboard Meeting Agenda

**May 24, 2022 6:00 PM**

Townshend Town Hall  
and Zoom Virtual Meeting if possible

**APPROVED: 6/14/22**

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

**In Attendance:** Galen Robinson - BCTV Tech, Connie Holt

**Meeting Call to Order:** Lake calls the meeting to order at 6:00pm.

**Approval of Minutes:** Wright makes a motion to approve the May 10, 2022 Selectboard meeting minutes. Frisk seconds the motion. Motion carries 4-0-0.

**Agenda Modification:** Lake makes a motion to amend the agenda to move the Town Clerk report up in order. Wright seconds the motion. Motion carries 4-0-0.

**Town Clerk Report:** Ellenka Wilson gives an update on what she has added or changed in the year she has been town clerk. A lock box was installed and has been helpful for elections and taxes. She is overseeing the digitizing of the land records of the last 40 years. She is now using a credit card for certain transactions in the Clerk's office. The Town Clerk's office is now open til 6:00pm on Selectboard meeting nights. Looking ahead, Wilson would like to put together a "Welcome Packet" for new residents. Wilson would also like to have a Town Facebook page.

**Additions and Deletions:** None

### **Members of the Public:**

Nan Stefanik from Vermont Quince, give an update on Vermont Specialties being built in town. Stefanik informs the board and public that in October 2021 she and her son bought the Carlton property in town with the intent to build and operate a production and retail facility. She will produce her quince products on site for distribution and retail sale. She intends to have a retail shop in front of the building to sell her products and locally produced items. The construction of the building is being done by contractors from the area. She ends her report with complimenting Town Clerk Wilson for all her help and positivity.

**Correspondence:** None

**Warrants:** Wright makes a motion to pay warrants 1 - 6. Frisk seconds the motion. Motion carries 5-0-0.

Payroll:	\$8,677.79
Payroll Taxes:	&3,799.62
General Fund:	\$9,176.61
Highway:	\$10,991.45
Highway Equipment:	\$23,320.00
ARPA:	\$170.00
<b>TOTAL:</b>	<b>\$56,135.47</b>

**Reports:**

**Highway:**

a. Townshend has been awarded a \$20,000.00 VTrans Better Roads Grant for Act 64 work. This will go towards the cost of ditching and stone lining. Once we get the signed contract, Steve will put it out to bid.

b. Town resident, Ron Greenwood, has approached Steve about a tree that is of concern on East Hill Road. The town right of way goes through the center of the tree. Ron has offered to split the cost of the tree removal with the town. If the Selectboard agrees, Steve will solicit bids for the removal. The Selectboard gives the approval to split the cost with Ron.

**Treasurer:** Lake gives the Treasurer report. Lake reports the General Fund Working Balance is currently \$327,780.00. The True General Fund amount for the budget is \$183,161.00. Lake states that these numbers indicate that we are in good shape heading towards the end of the fiscal year.

**Town Clerk:** See above.

**Chair:** Lake reports that he, Rob Swiger, and Connie attended the Rescue Inc meeting last Thursday. The meeting is now on BCTV if anyone wants to view it. It was an informative meeting. The biggest take away from the meeting is that the 3 year contract signed between Townshend and Rescue Inc. will remain with no changes.

**Old Business:** None

**New Business:**

a. Paving Bid: Frisk opens the sealed bid for the paving of Windham Hill Road. Four contractors were invited to bid, one bid has been submitted from the Basin Brothers. They have submitted a bid to pave both Windham Hill Road and Island Road for a total cost of \$189,372.00. Frisk reports that this is under the budgeted amount. Wright makes a motion to accept Bazin Brothers bid. Marrow seconds the motion. Motion carries 5-0-0.

**Executive Session:** Personnel Issue 1 VSA 313(B): Lake makes a motion to move into executive session. Wright seconds the motion. Motion carries 5-0-0. Lake states that

there will no report coming out of executive session. Therefore, the meeting will adjourn. The meeting is adjourned at 6:15pm.

11. **Next Regularly Scheduled Meeting:** Tuesday, June 14, 2022