



TOWN OF TOWNSHEND

Selectboard
PO Box 121 Townshend, Vermont 05353

Selectboard Meeting Agenda

October 10, 2023 6:00 PM

Townshend Town Hall

Approved: 10/24/23

Present: Sherwood Lake, Rob Wright, Katie Marrow, Rob Swiger, Phoebe Connolly

In Attendance: Galen Robinson - BCTV, Connie Holt - SB Assistant.

1. **Meeting Call to Order:** Lake calls the meeting to order at 6:01pm
2. **Approval of Minutes:** Swiger makes a motion to approve the September 26, 2023 regular Selectboard meeting minutes. Marrow seconds the motion. Motion carries 5-0-0.
Marrow makes a motion to approve the October 6, 2023 special Selectboard meeting minutes. Wright seconds the motion. Motion carries 5-0-0.
3. **Additions and Deletions:** Lake runs through the additions to the agenda.
 1. New Business (9c): Dam Supplemental Agreement
 2. New Business (9d): Town Hall Use request: Vivian Jeffers - 10/15/23 Noon - 6pm
 3. New Business (9e): Town Hall Use Request: Vivian Jeffers - 11/4/23 9 - 6:pm
4. **Members of the Public:**
 1. Members of the public, Fran Frawley, comes before the board to further discuss the issue of the water run off coming onto her property and in her basement. She has been in contact with the State of Vermont who said to go in front of the Board. She continues to request that the town divert the water to go down the hill and not down into her house. There is a discussion about the culvert and the unclogging that has created the problem. Jeremy Z., the Road Crew Foreman, says that he will go up and see if there is any way to divert the water.
 2. Cory Ciklin, member of the public, appears before the Board to discuss a plan for the improvement of Townshend. He states that the Selectboard for decades has recognized that there is problem with the economic downturn of the town, but has done nothing to take action. He states that he believes it is because of 1. the turnover of the select board, and 2. select boards, by nature, are volunteer and very part-time officials. Ciklin asks the Board the following questions;
 1. What is the Selectboard's plan for economic development for Townshend.

2. What is the Selectboard's' plan for the renovation and restoration of the Town Hall.
3. What is the Selectboard's plan of the preservation of the Common
4. What is the Selectboard's plan for citizen recruitment for the elected positions.
5. What is the Selectboard's plan for the continuity of information between the selectboards.
6. What is the Selectboard's plan for the revitalization of of the east village.
7. What is the Selectboard's plan for grant solicitation and management.

Wright sates that there is context to the story that Ciklin recites and asks him to volunteer to help. Connolly states she appreciates the research that Ciklin has done. She states that she is proud of the work the selectboard has done in her short time on the board. She requests that Ciklin put together a list of grants to give to the board.

Dr. Beth Ardolino, member of the public states that she has worked as a project manager in the past, and has worked with municipalities. She recommends putting together a volunteer committee of professionals that is sponsored by the Selectboard. The committee would do the following;

1. To solicit the priorities of the town and the Selectboard.
2. Put together a plan of action for one of the priorities.
3. Execute the plan
4. Move onto the next issue and do the same thing.

She states once you have the plan in place it does not matter if there is turnover, because the plan can still be executed. She concludes that it is important that the committee is sponsored by the Selectboard, and could be called the "Townshend Progress Committee". Ardolino volunteers to head up the committee.

Marrow states that she believes the Selectboard is working hard for the town. We have explored grants and sent Connie Holt to a grant writing class. She states the biggest issue facing the Board and town is employee retention. The Board has worked on raising the wages, so we are a town where people can live and work. She also states that this Selectboard has been very active on the budget making process. The Board has gone line by line to take a hard look at expenses. It has paid off and she is proud of the work of the Board. She emphasizes that the real issue is that we are lacking volunteers.

Lake ends the discussion and asks Holt to follow up with Dr. Ardolino.

3. Dr. Ardolino requests from the Board more caution signs on State Forest Road. Zumbruski states that he will look at it tomorrow and see what he can come up with.

5. **Correspondence:** None

6. **Warrants:** Marrow makes motion to pay warrants 1 -7.

1. Payroll:	\$12,489.19
2. Payroll taxes:	\$4,955.28
3. General Fund:	\$20,866.00
4. General Fund:	\$64,796.79
5. Highway:	\$1,149.74
6. Highway Equipment:	\$21,109.68
7. ARPA:	\$319,952.13
Total:	\$445,318.81

Wright seconds the motion. Motion carries 4-0.1.

7. **Reports:**

1. **Highway:** Zumbruski gives the report;

- a. The paving project on route 30 has started and should be completed by end of Friday. It has been coned off for no parking.
- b. All trucks except the spare are up and running.
- c. Windham Hill Road accident took out a bunch of the guardrail. Clean up and repair will require road closures at some point. Will be putting up jersey barriers.

2. **Treasurer:** Lake gives the report. The true balance in the General Fund is \$255,700.00 after paying the warrants. The balance of the Municipal Investment Fund is \$1,421,512.94 and there is \$30,000.00 in the checking account.

3. **Town Clerk:** Lake gives the report. The Town Clerk took in \$802.00 in fees and services.

4. **Chair:** Lake gives the report. He informs the public that on 10/6 The Boardman family signed a quit claim deed giving the common to the Town. In addition, the Selectboard signed a resolution to adopt the Common.

8. **Old Business:**

a. **Road name change policy:** Swiger goes over the draft policy. Wright raises his concern that there is no limit to road name change if the Board adopts the policy. Connolly suggests putting a limit on the number. Swiger says there are built in steps that will serve to decrease the number, because they have to meet the criteria. Lake states that he is still drawn back to setting precedent.

Connolly makes a motion to accept the draft Road Name Change Policy in recognition of the Selectboard's role in maintaining safety and historic integrity. Swiger seconds the motion. Motion fails 2- 2-1.

b. **Common/Town Hall Use policy:** Connolly states that this draft is still a work in progress and would like to hear feedback from the Board. Marrow requests inserting maximum capacity. Connolly points out that there needs to be a process when the request is made less than 30 days prior to the event. She also points out that there

needs to be checks and balances for clean up. She states that the big change is that full-time residents who hold a non-profit event do not have pay a fee. Marrow states that the policy should say that the Selectboard has the right to waive the fee. Lake says that we need to remember that we want people to use these spaces. We do not want to discourage use. Connolly says she will update and bring it back to the Board at the next meeting.

c. **Stone Arch Bridge:** Supervisory Committee Update and recommendation: Lee Petty, of the project supervisory committee, updates the Board on the work that has been done since the bid was received at the 9/12/23 meeting. The committee sent the bid to the National Park Service who gave an initial approval. The Committee is very satisfied with the bid and recommends it to the Selectboard. John Evans, member of the public, says he believes the cost is way out line for the work that is being done. He urges the Board to review the bid. He offers to meet with the committee to discuss his view. Wright acknowledges Evans' concern. The board decides to table the vote on the bid in order to have the time to review it.

d. **Gazebo Committee Update:** Laura Richardson, Katie Marrow, and Connie Holt, all of the Gazebo Committee, give an update to the Board. The Committee has come up with 5 designs for a town poll starting on Saturday October 14th at the Pumpkin Festival. The town poll will run through 12/1/23. In the mean time, the committee will begin fundraising to offset the cost of construction.

e. **Hiring Road Crew employee:** Lake announces that the Board has offered a job to Zach Clark for the fourth road crew position. Wright makes a motion to hire Zach Clark. Connolly seconds the motion. Motion carries 5-0-0.

9. **New Business:**

a. **Town Hall Use request:** VLCT 10/24/23 - 11- 2pm: Marrow makes a motion to allow VLCT to use Town Hal on 10/24 and to waive the and have the chair sign on the Board's behalf. Swiger seconds the motion. Motion carries 4-1-0.

b. **Dam Supplemental Agreement:** Lake runs through the addendum. Lake asks Holt to find the original license for reference. Issue is tabled.

c. **Town Hall Use Request:** Vivian Jeffers on 10/15/23 12:00pm - 6:00pm

d. **Town Hall Use Request:** Vivian Jeffers on 11/4/23 9:00am - 6:00pm

Marrow makes a motion to approve the 10/15 and 11/4 use request, not waiving the fee, and the chair can sign on behalf of the Board. Swiger seconds he motion. Motion fails 0-5-0.

Marrow makes a motion to combine the two requests into one request and to approve Vivian Jeffers request to use either the Common or Town Hall on the condition that she produces a certificate of liability insurance and if the event is not for profit the fee will be waived. Swiger seconds the motion. Motion carries 5-0-0

10. **Executive Session:** None
11. **Next Regularly Scheduled Meeting:** Tuesday, October 24, 2023 at 6:00pm
12. **Adjournment:** Marrow makes a motion to adjourn. Wright seconds the motion. Motion carries 5-0-0. The meeting is adjourned at 8:45pm.