



TOWN OF TOWNSHEND

Selectboard
PO Box 121 Townshend, Vermont 05353

**Selectboard Meeting Minutes
August 22, 2023 6:00 PM
Townshend Town Hall
Approved:**

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

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

1. **Meeting Called to Order:** Lake calls the meeting to order at 6:02pm.
2. **Approval of Minutes:** Swiger makes a motion to approve the August 8, 2023 regular Selectboard meeting minutes. Marrow seconds the motion. Motion carries 5-0-0.
3. **Additions and Deletions:**
 - a. MOP (4a): Ross Evans regarding road condition.
 - b. New Business (9b): Opening bids
4. **Members of the Public:**
 - a. Ross Evans regarding road condition: Ross Evans appears before the board to request that the town allocate the necessary funds to fix the culvert on Plumb Road that goes to the Town Fire Pond. Lake replies that the Town will look into it.
 - b. Irv Stoll addresses the Board regarding the deteriorating condition of the West Hill bridge. Between the camp ground and Route 30 there is wash out across the road and big pot holes. The road crews needs to scrape down to the bottom in order to fix it. Wright replies that there is work scheduled to be done on West Hill Road. Lake thanks Stoll for addressing the Board.
5. **Correspondence:**
 - a. Steve Frisk letter: Marrow reads the letter of retirement from Steve Frisk. Marrow thanks Steve for his service on behalf of the Selectboard.
6. **Warrants:** Marrow makes a motion to pay warrants 1-5.

1. Payroll:	\$13,753.37
2. Payroll Taxes:	\$5,876.57

3. General Fund:	\$6,048.72
4. Highway:	\$62,703.56
5. Highway Equipment:	\$4,432.31
Total:	\$92,724.53

Wright seconds the motion. Motion carries 5-0-0.

7. **Reports:**

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

- a. Bridge 41 opened last Tuesday.
- b. Winding down on the flood damaged roads repair.

c. Frisk states that we have bids to open tonight. He requests that we move to open the bids. Marrow reads the bids;

a. West Hill Tree removal: (2 bids)

- 1. Hunter Excavating: \$51,000.00
- 2. Wright Maintenance: \$8,257.00

Wright makes a motion to accept Wright Maintenance bid to remove trees on West Hill Road not to exceed \$8,257.00. Swiger seconds the motion. Motion carries 5-0-0.

b. Windham Hill Armoring: (1 bid)

- 1. Hunter Excavating: \$76,000.00.

Wright makes a motion to accept Hunter's bid of \$76,000.00 to armor the bank on Windham Hill Road. Connolly seconds the motion. The motion carries 5-0-0.

c. West Hill Armoring: (1 bid)

- 1. Hunter Excavating: \$65,000.00.

Wright makes a motion to accept Hunter's bid to armor West Hill not to exceed \$65,000.00. Marrow seconds the motion. Motion carries 5-0-0.

d. Simpson Brook Road Armoring: (1 bid)

- 1. Hunter Excavating: \$53,000.00

Wright makes a motion to accept Hunter's bid not to exceed \$53,000.00. Connolly seconds the motion. Motion carries 5-0-0.

2. **Treasurer:** Lake gives the report. The true balance in the general fund is \$464,618.00. M&T Municipal Investment Fund has \$1,838,941.88, and \$30,000.00 in the checking account.

3. **Town Clerk:** Lake gives the report. The town clerk has brought in \$1,521.50 in fees and services.

4. **Chair:** Lake raises the issue off opening a line of credit to cover the cost of road damages from the storm. We will tally up the damages from the storm for the next meeting.

8. **Old Business:**

a. **Road Name change policy discussion:** Swiger reads through his draft of a Road Name Change Policy. Lake expresses his concern of setting a precedent. Connolly requests that the policy states the reason such as postal issues or E911 issue. She states that if we focus the reasons then that may address the concern of setting precedent. Swiger states that as Vermont grows this may become more of an issue. Might make sense to look up postal regulations. Lake suggests contacting the Brattleboro Planning Commission who may have a policy on this issue.

Mat Brody states that his request is for a private road not a town road. Wright asks Brody if he would be ok with making his address part of Gale Road. Brody states that it is not part of Gale Road and if he did it would become part of Gale Road. Then the town would have to maintain the road. Currently the town does not maintain the road. Connolly states that she was under the impression that the request was for a town maintained road. Marrow states that this demonstrates that we need more discussion on this issue. Swiger thanks Brody for his patience on this issue and that he hopes the Selectboard will have something for October.

Ira Stoll, member of the public, states that if it is a private road then the Selectboard should have nothing to do with this. Wright asks what if it already has a name? Stoll replies that the owner gets the sign. Lake suggests that we do the research on a private road.

b. **Common/Town Hall Use policy discussion:** Lake states that the Common/Town Hall revised policy is essentially a combination of the two existing policies. Swiger requests that in the new policy there be a requirement of no confetti allowed on the common. Swiger points out that there was confetti left on the common after Fair Day. Connolly points out that the policy should state who oversees the policy and what is the consequence of the policy not being adhered to.

Lake adds that there should be language about a public meeting bound by the open meeting laws will need to have ADA compliance and private parties are not bound by the ADA guidelines. Connolly suggests maybe inserting a statement that the second floor is not ADA compliant. Marrow adds that there should be an indication of the maximum occupancy for the first floor meeting room and the second floor meeting room.

Laura Richardson, member of the public, raises the issue of requiring a damage deposit. She also states that she does not agree with waiving the fee, because the group that is using the commons are using utilities and effecting the grass. Wright suggests that this issue be brought at Town Meeting.

Swiger states that he believes the discretion to waive the fee should be in the hands of the Selectboard. Richardson states that there was a reason for the fee, because of the impact on a public space. Wright makes a motion to table the policy revision for two

meetings from now. Swiger seconds the motion. Motion carries 5-0-0.

9. **New Business:**

a. **Hazard Mitigation Plan RFP:** Wright makes a motion to approve the RFP for a Local Hazard Mitigation Plan. Connolly seconds the motion. Motion carries 5-0-0. The Board authorizes Sherwood to sign the RFP.

b. **Opening Bids:** See above

10. **Executive Session: VSA 313(b)** - personnel: Lake entertains a motion to end the public portion of the meeting to go into executive session. Wright makes a motion to go into executive session. Marrow seconds the motion. Motion carries 5-0-0. Meeting goes into executive session at 7:23pm

Meeting reconvenes at 8:33pm. Swiger makes a motion to outline the decision to hire a new employee. Marrow seconds the motion. Motion carries 5-0-0. Lake states that the Board has interviewed Schuyler Sheldon and has offered him a position on the road crew. Swiger makes a motion to hire Schuyler Sheldon for the road crew. Connolly seconds the motion. Motion carries 5-0-0.

11. **Next Regularly Scheduled Meeting:** Tuesday, September 12, 2023 at 6:00pm

12. **Adjournment:** Swiger makes a motion to adjourn. Marrow seconds the motion. Motion carries 5-0-0. Meeting is adjourned at 8:36pm.