



**TOWN OF TOWNSHEND**  
**Selectboard**  
**PO Box 223 Townshend, Vermont 05353**

**Selectboard Meeting Agenda**

**April 9, 2024 6:00 PM**

**Townshend Town Hall**

**Approved: 4/23/24**

**Present:** Allie Evans, Katie Marrow, Kate Jansak-Alley, Sherwood Lake, Nick Suarez

**In Attendance:** Galen Robinson – BCTV, Connie Holt – Select Board Assistant.

1. **Meeting Call to Order:** Evans calls the meeting to order at 6:03pm. Evans reads an opening statement regarding guidelines for the meeting, “The Selectboard meetings are open business meetings for the duly elected members to facilitate town business. Members of the public are not only allowed but are encouraged to attend. During Meetings, the Board and, when called upon, members of the public will engage in civil discussion of town matters. Personal comments are not welcome and personal attacks will not be allowed. Under new business on this agenda, we will discuss rules of procedure to adopt. It is my sincere hope that we can all conduct town business in a professional and kind manner.”
2. **Approval of Minutes:** Marrow makes a motion to approve the March 26, 2024 regular Selectboard meeting minutes. Suarez seconds the motion. Motion carries 4-0-1.
3. **Additions and Deletions:** Evans reads the additions to the agenda.
  - a. **New Business (9e):** Town Hall Use Request: Green Up Day Celebration
  - b. **New Business (9f):** Town Hall Use Request: Dance practices.
4. **Members of the Public:**
  1. Laura Richardson, resident, states that she would like an apology from Select Board member Marrow, because she felt she personally attacked at the last meeting. Sean Marrow, resident, responds that Richardson is incorrect. Select Board member, Marrow, says that she will review the video.
5. **Correspondence:** None
6. **Warrants:** Jansak-Alley makes a motion to pay warrants 1 – 7.

Payroll:	\$13,809.84
Payroll Taxes:	\$3,923.81
General Fund:	\$12,3903.73
General Fund:	\$8.19

Highway:	\$14.34
Highway:	\$16,050.33
Highway Equipment:	\$9,335.92
<b>TOTAL:</b>	<b>\$55,446.16</b>

Marrow seconds the motion. Motion carries 4-0-1.

7. **Reports:**

1. **Highway:** Zumbruski gives the report. He states that hopefully we have seen the last of the snow. There was no equipment break downs during this last storm. Now the road crew is onto smoothing out roads.

2. **Treasurer:** Evans gives the report. There is \$714,905.42 in the municipal investment fund, and \$30,000.00 in checking.

3. **Town Clerk:** Evans gives the report. The Town Clerk brought in \$1,379.50 in fees and services.

4. **Chair:** None

8. **Old Business:**

a. **Hiring a Town Attorney:** Holt gives an update on the answer to the Selectboard on their question from the last selectboard meeting. Jansak-Alley makes a motion to retain Steve Ankuda, attorney at law, as the town attorney. Suarez seconds the motion. Motion carries 5-0-0.

b. **Stone Arch Bridge Railings:**

i. VLCT feed back: Holt gives an update on the insurance questions from the Board.

ii. Cost of railings – meeting with contractor: Marrow and Holt give an update on the meeting with Brian Post.

Marrow makes a motion to accept Brian Post's revised railing design not to exceed \$52,000.00. Suarez seconds the motion. Motion carries 5-0-0.

Bob Desiervo, resident, raise a question regarding the contract between the Town and Brian Post regarding errors and omissions. The Selectboard instructs Holt to look into the question. Jansak makes a motion to have Holt report back on the error and omissions issue at the next Selectboard meeting, Suarez seconds the motion. Motion carries 4-0-1.

c. **Highway equipment proposal:** Zumbruski submits equipment proposal to the Board. Marrow makes a motion to approve the proposal with correction of \$110,000.00. Suarez seconds the motion. Motion carries 4-0-1. A discussion takes place on which equipment is needed. Andy Snelling, resident, raises the concern that this proposal is obligating the town to more than the amount voted on at Town Meeting and for more than one year. He suggests purchasing one and renting the other until Town meeting. Liza Martin, resident agrees with

Snelling's concern. Desiervo raises the idea of using the GPS app Telematics to gather information on the equipment. Jansak asks Zumbruski what his plan is to get two pieces of for \$200,000.00. Zumbruski states there is currently no plan to do this.

**9. New Business:**

a. **Rules of Procedure for Select Board meetings:** Evans raises two types of governance for running Select Board meetings; the VLCT model of governance and Robert Rules of Order. She asks the public to review and weigh in. Jansak-Alley states that she has read both types. She states that the VLCT Model language is more customized to Select Board meetings. Whereas Roberts Rules is more general. She recommends using the VLCT Model language. Lake states that he feels the important thing is to make the public can speak. Marrow also recommends using the VLCT Model. Marrow makes a motion to adopt the VLCT Model of governance for the Selectboard meetings. Suarez seconds the motion. Motion carries 5-0-0.

b. **Open bids for repair of Town Bridge 17:** Jansak-Alley opens the sealed bids for the repair of Bridge 17 in town. Bid #1 – Hunter \$26,400.00, Bid #2 – AS Clark & Sons \$35,540.00, and bid #3 - Winot Work \$9,961.00. After reviewing the scope of work in the bids, Zumbruski recommends bid #1 – Hunter to the Board. Lake makes a motion to approve Hunter's bid of \$26,400.00. Suarez seconds the motion. Motion carries 5-0-0.

c. **Fire Alarm System for the town garage:** Marrow makes a motion to approve Countryside's quote for a fire alarm system at the town garage. Lake seconds the motion. Lake recommends that we research other companies. Motion fails 0-5-0.

d. **Town Hall Use request – Leland & Gray Players:** Marrow makes a motion to approve the Leland & Gray Players request to use town hall for their practices and performance 5/29/24 – 6/2/24. Suarez seconds the motion.

Jansak-Alley states that work is beginning on a new policy. She states the work will focus on addressing inconsistencies and lack of clarity all to advance the purpose of the policy. To create a warmer invitation to use Town Hall. Martin asks if the fees are being waived for this request. Suarez states that the form submitted is not clear if they are requesting to waive the fees. Marrow amends her motion to waive the fees and allow Evans to sign on behalf of the Board. Suarez seconds the amendment. Motion carries 5-0-0.

e. **Town Hall Use request – Green Up Day Celebration:** Marrow makes a motion to approve Leland & Gray's request to use town Hall on May 4, 2024 for Green Up Day. Lake seconds the motion. Motion carries 5-0-0.

f. **Town Hall Use request – Paul Paytas for dance practice:** Suarez makes a motion to approve the town Hall use request. Lake seconds the motion. Marrow asks several questions regarding the request; 1. What is the duration of this use request, is there a fee charged to

participants, and is there an insurance rider naming Townshend as an insured party? Jansek makes a motion to table this request until further information can be given. Marrow seconds the motion. Motion to table the request carries 5-0-0.

11. **Next Regularly Scheduled Meeting:** Tuesday, April 23, 2024 at 6:00pm

12. **Adjournment:** Marrow makes motion to adjourn. Suarez seconds. Motion carries 5-0-0. Meeting is adjourned at 7:49pm