



TOWN OF TOWNSHEND

Selectboard

PO Box 223 Townshend, Vermont 05353

SELECTBOARD MEETING MINUTES

November 13, 2025 6:00 PM

Townshend Town Hall

Approved: 11/23/25

Present: Allie Evans, Katie Marrow, Rob Wright, Steve Frisk, Nick Suarez

In Attendance: Brian Guerrino – BCTV, Jeremy Zumbruski, Connie Holt

Members of the Public: Laura Richardson

1. **Meeting Call to Order:** Evans calls the meeting to order at 6:00pm.
2. **Approval of Minutes:** Suarez makes a motion to approve the October 28, 2025 meeting minutes.
3. **Additions and Deletions:** Evans reports on the additions to the agenda.
 - a. Correspondence (5b.): Letter from resident, C. Shirks
 - b. Correspondence (5c): Letter from resident, C. Hunt
 - c. Correspondence (5d): Letter from VT Land Trust
 - d. Old Business (8b): Cemetery tree removal issue
 - e. New Business (9a): Town Hall Use request
 - f. New Business (9b): C. Ciklin budget request
4. **Members of the Public:** None
5. **Correspondence:**
 - a. Windham County Sheriff's letter: Evans summarizes the letter which gives the rates for contracting with the Sheriff's department.
 - b. Letter from C. Shirks: Evans asks the Board to decide if the letter should be read in its entirety. The Board decides not to read the letter and confirms that they have read the letter included in their packet.
 - c. Letter from resident, C. Hunt: The Board decides not to read the letter in its entirety and directs Zumbruski to look into the matter.
 - d. Letter from VT Land Trust: Evans points out the informational letter from the VT Land Trust regarding acquisition of land.
6. **Warrants:** Wright makes a motion to pay warrants 1- 6.

Payroll	\$14,067.21
Payroll Taxes	\$6,409.90
General Fund	\$33,247.86
General Fund	\$2,819.87

Highway	\$67,921.90
Library	\$42.54
Total: \$124,509.28	

Suarez seconds the motion. Frisk states he will not sign the highway reimbursement for mileage warrant. He does not agree with paying mileage. Wright asks a question on why so many Europa warrants. Holt responds that it is how it is book kept. 5-0-0. Motion carries. Frisk makes a motion to no longer reimburse the highway crew for the use of their personal vehicles. Marrow seconds the motion. Suarez amends the motion to add that the Highway Forman shall request reimbursement to the Road Commissioner or the Selectboard unless it is an emergency. Marrow seconds the motion. Amendment carries 5-0-0.

Revised motion: There will be no reimbursement for the use of personal vehicles unless the Road Foreman request in advance to the Road Commissioner or Selectboard or if there is an emergency. Revised motion carries 5-0-0.

7. Reports:

- a. **Highway:** Zumbruski reports that East Hill Rd bridge repair is completed. Truck 4 is back and running. All trucks are ready for winter.
- b. **Treasurer:** Evans gives the report. The treasurer reports that there is \$806,090.77 in the municipal investment fund and \$30,105.00 in the checking account.
- c. **Town Clerk:** Evans gives the report. The Town Clerk reports that she took in \$1,614.00 in fees and services.
- d. **Chair:**
 - i. Evans brings to the Board's attention the quarterly VLCT Claims Cost Detail Report
 - j. Evans reports that she has requested a meeting with the Elementary School principal about monitoring the children on the Common. She has also contacted the high school about helping to construct benches on the green that protect trees.

a. Grant Coordinator:

8. Old Business:

- a. Road Re-classification: The Board gives Holt the authority to contact the Town Attorney.
- b. Cemetery tree removal issue: The Board decides that the Town will take no action. Holt is directed to respond to the property owner.

9. New Business:

- a. Town Hall Use request: Marrow makes a motion to approve SEVCA's Town hall use request for 2/11/25 & 4/8/25 from 9-4 to Tax prep assistance, and to waive the fee, and to authorize Allie to sign on behalf of the Board. Frisk seconds the motion. Motion carries 5-0-0.
- b. C. Ciklin budget request: The Board decides to move the issue to the general Fund Budget Committee.

10. Executive Session: 1 V.S.A 313(1.a): Suarez makes a motion to move into Executive session and to invite Jeremy and Connie. Wright seconds the motion. Motion carries 5-0-0. The

Board moves into executive session at 6:33pm. Suarez makes a motion to reconvene Selectboard meeting. Marrow seconds the motion. Motion carries 5-0-0. Meeting is reconvened at 7:09pm.

Marrow makes a motion to direct the Treasurer to pay Bill Roberts OT for the call out. Suarez seconds the motion. Motion carries 5-0-0.

Wright makes a motion that the treasurer should follow federal laws regarding OT. Marrow seconds the motion. Motion carries 5-0-0.

Wright directs Jeremy to ask the road crew if one of them will stagger their hours to cover the Transfer Station on Tuesday 11/18/25. Suarez makes a motion to close the Transfer Station on 11/18/25 in the event there is no attendant and will post the proper signage. Frisk seconds the motion. Motion carries 5-0-0.

11. Next Regularly Scheduled Meeting: Tuesday, November 25, 2025 at 6pm

12. Adjournment: Suarez makes a motion to adjourn. Marrow seconds the motion motion carries 4-0-0. Meeting is adjourned at 7:12pm.