



TOWN OF TOWNSHEND
Selectboard
PO Box 223 Townshend, Vermont 05353

SELECTBOARD MEETING AGENDA
December 23, 2025 6:00 PM
Townshend Town Hall
Approved: 1/13/26

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

In Attendance: Jeremy Zumbruski, Connie Holt

Members of the Public: Craig Hunt, Laura Richardson

1. **Meeting Call to Order:** Evans calls the meeting to order at 6:05pm.
2. **Approval of Minutes:** Frisk makes a motion to approve the December 9, 2025 meeting minutes. Wright seconds the motion. Motion carries 5-0-0.
3. **Additions and Deletions:** Evans reads additions and deletions.
 - a. New Business (9e): Town Hall Use request: Rayvenne Duncan – birthday party, 1/10/26
 - b. Chair's report: the update on the personnel policy is moved to the 1/13/26 meeting.
4. **Members of the Public:**
 - a. Cory Ciklin requests the Board's approval for the layout and design of the website. Wright makes a motion to approve the layout. Frisk seconds the motion. Motion carries 5-0-0.
 - b. Criag Hunt asks about the policy on employees taking town property for personal use and who gave Jeremy permission to do so. Evans responds that she and other Selectboard memebers gave him permission in order to have him available because the selectboard had received storm warnings from the Emergency Management Coordinator. Hunt reiterates his requests in his email/letter.
 - c. Laura Richardson: requests answers to her questions; Is it legal to take the truck home? Does the town insurance cover the truck if he takes it home? Has Jeremy reimbursed the town for using the truck?
5. **Correspondence:** none
6. **Warrants:** Wright makes a motion to approve warrants 1-4.

Payroll: \$15,833.77

Payroll Taxes: \$7,903.19

General Fund:\$5,968.71

Highway: \$1,857.20

Total: \$31,562.87

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

7. Reports:

- a. **Highway:** Zumbruski reports that Truck 1 is back. Now have a full fleet. He reports that the East Hill Road closure signage is up.
- b. **Treasurer:** Evans gives the report. The treasurer reports that there is \$555,694.23 in the Municipal Investment Fund and \$30,000 in the checking account.
- c. **Town Clerk:** Evans gives the report. In the first two weeks of December, the Clerk took in \$1,804.00 in fees and services.
- d. **Chair:**
 - i. Update on Personnel Policy: Evans moves this issue to the 1/13/26 meeting.
 - ii. East Hill Winter Maintenance Exemption: Evans gives update and the Board directs Marrow and Holt to continue to work on this issue.
 - iii. Highway surplus question: Evans gives update and states that the attorney will hopefully provide continued clarification.
 - iv. Traffic Study: Evans gives update and requests that Zumbruski take a look at it.
- e. **Grant Coordinator:** Marrow reports on the status of grants;
 - i. Applying for: Fountain grant, tree removal grant, VDART animal emergency response grant, USDA Compactor grant, and VTrans signage grant.
 - ii. Pending: 2 municipal grants on equipment for road department, and a VTrans grant for culvert on East Hill Rd.
 - iii. Currently have: grant to repair Bridge 42, grant for engineering design for Bridge 41, Streambank repair grant, and Better Back Roads grant for ditching.
 - iv. Possible grants: ADA grants, parking/pedestrian grants

8. Old Business:

- a. Bridge 43 awarding bid: Marrow makes a motion to approve AS Clark's bid for the repair of Bridge 43 at a cost of \$404,939.00. Wright seconds the motion. Motion carries 5-0-0.
- b. Proposed Highway budget: Holt reminds the Board that if they have questions or wish to discuss the Highway Budget prior to the vote on 1/13/25 now would be the time.

9. New Business:

- a. Auditor's contract: Marrow makes a motion to enter into a 3 year contract with Sullivan & Powers for audit work with the Town. Wright seconds the motion. Motion carries 5-0-0.
- b. General Fund proposed budget: The General Fund Budget Committee submits a draft of the FY27 General Fund budget.
- c. Treasurer position structure: The General Fund Budget Committee requests direction on the structure of the treasurer's position for FY27. The Committee offers two options for consideration: the current structure of a treasurer and a part-time assistant or a part-time treasurer and a part-time bookkeeper. The Board directs the budget committee to draft a treasurer position that reflects the second option.
- d. Cory Ciklin/Friends of Town Hall proposed article: The Board decides to review this when they review the other articles for the Town Report.
- e. Town Hall Use request: Rayvenne Duncan – birthday party, 1/10/26. Marrow makes a motion to approve the Duncan town hall use request contingent on the supplying a certificate of insurance, to have Allie sign on behalf of the Board, and if they are town residents the fee is waived. Suarez seconds the motion. Motion carries 5-0-0.

10. Executive Session: none

11. Next Regularly Scheduled Meeting: Tuesday, January 13, 2026 at 6:00pm

12. Adjournment: Marrow makes a motion to adjourn. Frisk seconds the motion. Motion carries 5-0-0. Meeting is adjourned at 6:58pm.