



TOWN OF TOWNSHEND

Selectboard

PO Box 223 Townshend, Vermont 05353

SELECTBOARD MEETING MINUTES

March 24, 2026 6:00 PM

Townshend Town Hall

Approved: 4/14/26

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

In Attendance: BCTV Tech, Jeremy Zumbroski, Connie Holt

Members of the Public: Gunnar Nurme, Dale West, Lars Peterson, Eric Peterson, Jared Moore, Anita Bean, Randy Bean, Laura Richardson, Silas Decker, L. Decker, Erik Goetze, Elisha Starford, Mike Hepter, Carol Young, Paula Newton, John Evans, Helen Holt, Krista Long, J. Settle, Shawn Marrow, Pam Corbett.

1. **Meeting Call to Order:** Suarez calls the meeting to order at 6:02pm. Marrow makes a motion to adopt meeting rules proposed at the 3/10/26 Selectboard meeting. Frisk seconds the motion. Motion carries 5-0-0.
2. **Approval of Minutes:** Wright makes a motion to approve the March 10, 2026, meeting minutes. Suarez seconds the motion. Motion carries 5-0-0.
3. **Additions and Deletions:** Suarez reads the addition to the meeting agenda - Town Hall Use request – Friends of the Library
4. **Members of the Public:**
 - a. VT Dept of Forest, Parks, and Recreation – Gunnar Nurme presents the two conservation easements projects and requests a letter of support from the selectboard. Nurme summarizes the purpose of the conservation easements. Wright expresses support for landowners doing what they want with their land, but he is concerned about a municipality signing a letter of support for a private matter. He states it is not the business of the selectboard and municipal government. Evans makes a motion to sign the letter of support. Marrow seconds the motion. Motion carries 3-2-0.
 - b. Laura Richardson – reads a statement concerning the Town Clerk’s office schedule changes. She compares the Town Clark office schedule to that of the Library.
5. **Correspondence:**
 - a. Andy Snelling – Planning Commission: Suarez accepts Andy Snelling’s resignation from the Planning Commission.
6. **Warrants:** Wright makes a motion to pay the warrants for the General Fund and Highway in the amount of \$26,554.86. Evans seconds the motion. Motion carries 5-0-0. Wright makes a motion to

approve the Payroll and Payroll Taxes warrants in the amount of \$30,857.24. Frisk seconds the motion. Motion carries 4-0-1. Wright points out the education bill is being paid at \$848,429.28.

7. Reports:

- a. **Highway:** Zumbrosky reports that mud season is upon us and the roads are holding up ok. He also reports that the Highway Committee is researching purchasing options for trucks. He reports that there is a vacancy in the road crew and the job has been posted.
- b. **Treasurer:** Elisha Stratford, former elected town treasurer, reports on her decision to resign. She also brings to the attention of the board a report she generated prior to leaving. Suarez responds to a question that the Selectboard will appoint a treasurer to fill out the remainder of the term.
- c. **Town Clerk:** Suarez reports that \$913.50 were collected in fees and services.
- d. **Chair:** Suarez reports that he met with the planning commission on the next phase of the ADA plans for town hall. Suarez reports that members of the selectboard will be attending the Selectboard meeting in Newfane.
- e. **Grant Coordinator:** Marrow gives her monthly report:

Awarded Grants: Bridge 43 repair project is moving forward. The contractor has been engaged and will be working on the bridge this summer. Bridge 41 engineering study project is moving forward. The Request For Proposals will be going out in June. Better Back Roads streambank repair project is moving forward. The Request For Proposals is going out 3/25/26. Grants in Aid has been awarded. The Town received \$18,000 for ditching and culvert work. Evans makes a motion to sign the Letter of Intent for the Grants in Aid. Wright seconds the motion. Motion carries 4-0-1. The town has been awarded a Municipal Sign Package Award for up \$5,000. Wright makes a motion to sign the award agreement. Evans seconds the motion. Motion carries 4-0-1. Communities Caring for Canopies grant is moving forward for a stretch of Windham Hill Road. The Selectboard will award the bid at the 4/14/26 meeting. Frisk makes a motion to authorize Suarez to sign the grant agreement. Wright seconds the motion. Motion carries 4-0-1. UVM Capstone grant is at the halfway mark.

Outstanding Applications: Better Back Roads Category D grant for a large culvert. Scoping Study Grant for culvert 42. Guard Rail grant, Municipal paving grant, and municipal structures grant. Marrow reports that the paving and structures grant application are being submitted but Townshend's position on the rotation is low because we received those grants last year. VTrans, however, suggested we apply in case a town that is eligible passes over the grant. We are now eligible to apply for a VT Preservation grant for repair to the upstairs windows. ADA grant through Bernie Sanders office is in the pre-application phase.

- f. **Auditor's Recommendation Report:** First meeting of the month.

8. Old Business:

- a. Board Resolution: The Board unanimously decides to pass over this issue in order to consult the attorney and discuss further.
 - b. Appointments: Wright makes a motion to approve all the appointments that we have so far. Frisk seconds the motion. Motion carries 5-0-0.
 - c. Committees: Marrow makes a motion to approve the following selectboard committees: General Fund Budget Committee, Highway Committee, Common Committee, IT Committee, Policy Committee, Ethics Committee, Finance Office Transition Team. Wright seconds the motion. Motion carries 5-0-0. Suarez, Marrow, and Evans volunteer for the Finance Office Transition Team.
- 9. New Business:**
- a. Treasurer resignation: Suarez reads the treasurer's resignation letter. Elisha Stratford speaks to why she is resigning as town treasurer.
 - b. West River Community Project – Outside Consumption Liquor License: Wright makes a motion to approve. Marrow seconds the motion. Motion carries 5-0-0.
 - c. West River Community Project – Liquor License: Wright makes a motion to approve. Frisk seconds the motion. Motion carries 5-0-0.
 - d. Harmonyville Store – Tobacco License: Marrow makes a motion to approve. Frisk seconds the motion. Motion carries 4-0-1.
 - e. Common Use Request – Grace Cottage 5K: Frisk makes a motion to approve, waive the fee, and authorize Suarez sign. Marrow seconds the motion. Motion carries 5-0-0.
 - f. Letter of Support for the Library: Evans makes a motion to sign the letter of support. Marrow seconds the motion. Motion carries 5-0-0.
 - g. Connie Holt Reimbursement request: Evans makes a motion to reimburse Connie Holt for the purchase of flower basket liners for the gazebo. Marrow seconds the motion. Motion carries 5-0-0.
 - h. Highway Committee request: Zumbruski, West, Marrow, and Holt advise the selectboard that the highway committee will be researching purchase to own options for financing two truck replacements. The Board has no questions and gives unanimous consent to do the research.
 - i. Highway Road Crew job description: Marrow makes a motion to approve the Road Crew Job Description. Evans seconds the motion. Motion carries 5-0-0.
 - j. Town Hall use request: Friends of Library Book Sale: Marrow makes a motion to approve. Wright seconds the motion. Motion carries 5-0-0.
- 10. Executive Session:** 1VSA 313(3). Appointment or employment of a public officer. Frisk makes a motion to move into executive session and invite Holt. Marrow seconds the motion. Motion carries 5-0-0. The Board enters into executive session at 7:26pm. Evans makes a motion to reconvene the regular meeting. Marrow seconds the motion. The regular meeting is reconvened at 7:54pm. Wright reports that the Board will contact NEMRC regarding the treasurer job description and post for an appointed treasurer.

11. **Adjournment:** Marrow makes a motion to adjourn the meeting. Frisk seconds the motion. Motion carries 5-0-0. The meeting is adjourned at 7:54pm.
12. **Next Regularly Scheduled Meeting:** Tuesday, April 14, 2026, 6:00pm