



TOWN OF TOWNSHEND

Selectboard

PO Box 223 Townshend, Vermont 05353

SELECTBOARD MEETING MINUTES

May 12, 2026 6:00 PM

Townshend Town Hall

Approved:

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

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

Members of the Public: Elisha Straford, Jared Moore, Bryn Moore, Dale West, Scott Dorman, Michael Longo, Christine Heye, Stephanie Amyot, Mike Hopbe. Helen Holt, Pam Corbett

1. **Call to Order:** Suarez calls the meeting to order at 6:02pm
2. **Approval of Minutes:** Frisk makes a motion to approve the April 28, 2026, meeting minutes. Wright seconds the motion. Motion carries 5-0-0.
3. **Additions and Deletions:** None
4. **Members of the Public:** None
5. **Correspondence:**
 - a. **Cory Ciklin correspondence:** Suarez summarizes the correspondence from Cory Ciklin about setting up the committee that will work on the beautification of Town Hall. Christine Heye states that she was blind cc'd on the correspondence and requests that the committee be made open to the public as the other committees are. Evans suggests that the policy committee make a proposal to the selectboard regarding committees then it should be posted to the public. The Selectboard agree.
6. **Warrants:** Wright makes a motion to pay the Payroll and Payroll taxes warrant of \$14,375.10 and \$3,457.54. Frisk seconds the motion. Motion carries 4-0-1. Wright makes a motion to pay the General Fund/Highway warrant of \$17,367.47. Frisk seconds the motion. Motion carries 5-0-0.
7. **Reports:**
 - a. **Highway:** Zumbruski reports that there are a lot of traffic projects going on in Townshend and will be for the next few months. There is a new road crew employee who started work on Monday.
 - b. **Treasurer:** Holt reports that tax collection is moving along as we approach the next tax collection

- c. **Town Clerk:** Suarez reports that the clerk took in \$1,426.00 in fees and services in the last two week in April.
- d. **Chair:** Suarez has Holt report that the town is continuing to work on the fallen trees and damage to Acton Cemetery.
- e. **Grant Coordinator:** 2nd meeting of the month
- f. **Auditor's Recommendations Report:** Suarez states there is nothing to report at this time.
- g. **Committee Reports:** Evans reports that the policy committee has decided to submit proposed policies as they are drafted and not to wait to submit an entire policy book. She reports that she is looking into the delinquent taxes and has some questions. She reports that the Common Committee has started their spring work. Holt states that the Highway Committee has a proposal they are addressing later in the agenda.

8. Old Business:

- a. **Windham Hill Rd Hazardous Tree Removal bids:** Wright makes a motion to accept the lowest bid which is the Mayotte bid. Marrow seconds the motion. Wright summarizes why the bids are being revisited. He clarifies that the project is grant funded and the grant is federally funded and run through the State of Vermont. Marrow adds that it was not made clear in the grant documents that it is federally funded. Suarez points out that the procurement policy leans towards lowest bidder in federally funded projects but can consider other factors. The vote is 1-2-2. Motion fails. There is a discussion on why two selectboard members abstained. Wright makes a motion to accept Mayotte's bid of \$10,995. Marrow seconds the motion. Motion carries 3-2-0.
- b. **West Hill Slope Stabilization Bids:** Marrow makes a motion to accept Bryant Excavation's bid for \$9,400.00. Wright seconds the motion. Motion carries 5-0-0.
- c. **Fire Dept Fire Pond grant funds issue:** Glen Beattie, Fire Chief, submits a letter to the selectboard clarifying their request. Evans makes a motion to assign \$9,702.22 of the grant reimbursement to the General Fund and \$5,127.86 to the Fire Pond Reserve. Frisk seconds the motion. Motion carries 5-0-0.
- d. **Cleaner for Town Hall:** Evans reports on the three people that she has talked with and recommends a cleaning service of a local person who now lives in Massachusetts. The Board decides to have Evans ask if the cleaner will do every other week instead of weekly and to have Holt post the position.
- e. **Road Reclassification:** There is a discussion of what the town's responsibility is to a road that is classified as Class 4. There is a discussion on the legal process to reclassify a road.

The Board decides to proceed with contacting the attorney on next steps for reclassifying potentially 7 roads in town.

f. **Town Hall/ Common Use requests:** None

9. New Business:

- a. **Highway Committee Truck Replacement Plan Proposal:** Holt summarizes the proposal and timeline. There is a discussion on state bid options and timeline for getting a truck. West suggests lease to purchase options as the most flexible. Evans makes a motion to approve sending the Request for Proposals as presented. Marrow seconds the motion. Motion carries 5-0-0.
 - b. **Common Committee Lawn Treatment Plan proposal:** Evans and Holt update the Board on the revisions to the spring plan. John Evans has volunteered to fill and seed holes on the common. John Evans and Tim Massucco will fertilize the common once in May and once in June. Allie Evans reports that she and Holt will be putting flowers in the Gazebo. Evans also reports that plans to mulch the trees in underway with no timeline yet.
 - c. **FY27 Tax payment ACH debits option:** Holt summarizes the recommendation from NEMRC to create an option to pay taxes by direct debit. Evans makes a motion to include a Direct Debit form in the FY27 tax bills that will go out in July or early August. Marrow seconds the motion. Motion carries 5-0-0.
 - d. **Dead River oil & propane contract renewal:** Marrow makes a motion to renew the Dead River propane contract for 3 years and the oil contract for 1year and to research the diesel contract as an option. Evans seconds the motion. Motion carries 5-0-0.
10. **Executive Session:** VSA 1§313(a) – the appointment or employment or evaluation of a public officer or employee. Marrow makes a motion to move into executive session and to invite Holt. Frisk seconds the motion. Motion carries 5-0-0. The meeting moves to executive session at 7:19pm. Wright makes a motion to end executive session and reconvene the regular meeting. Frisk seconds the motion. Motion carries 5-0-0. The meeting is reconvened at 8:18pm. Suarez reports that there were no decisions made and therefore nothing to report.
11. **Adjournment:** Marrow makes a motion to adjourn. Wright seconds the motion. Motion carries 5-0-0. The meeting is adjourned at 8:19pm.
12. **Next Regularly Scheduled Meeting:** Tuesday, May 26, 2026, 6:00pm at Town Hall.

