



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

**SELECTBOARD MEETING MINUTES**

**June 9, 2025 6:00 PM**

**Townshend Town Hall**

**Approved: DRAFT**

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

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

**Members of the Public:** Elisha Stratford, Mike Hopta, Jared Moore, Bryne Moore, Dale West, Sherwood Lake, Tim Jones-GMP, Helen Holt, Christine Heye, Shaun Marrow, Laura Richardson

1. **Meeting Call to Order:** Suarez calls the meeting to order at 6:05pm.
2. **Approval of Minutes:** Marrow makes a motion to approve the May 26, 2026, meeting minutes. Frisk seconds the motion. Motion carries 5-0-0.
3. **Additions and Deletions:** none
4. **Members of the Public:** Laura Richardson asks two questions. First, can the Selectboard look into the recycling bins filling up to capacity so quickly. Second, she asks for an update on the filling of the treasurer's position. The Selectboard responds with that they can look into the recycling bins issue, and they continue to work on the treasurer issue.
5. **Correspondence:** none
6. **Warrants:** Wright makes a motion to approve the warrants for payroll and payroll taxes in the amount of \$11,467.58 and \$3,945.86. For a total of \$15,413.44. Frisk seconds the motion. Motion carries 4-0-1. Wright makes a motion to approve the General Fund/Highway warrant of \$24,934.80. Marrow seconds the motion. Motion carries 5-0-0.
7. **Reports:**
  - a. **Highway:** Zumbruski reports that they have been doing shoulder repair on Grafton Road. They have been hauling gravel. He has been watching spending as fiscal year 2026 is closing. He spoke with C. Mayotte who will begin the Windham Hill Road tree removal June 22<sup>nd</sup>. He will work with Holt to post. He reports that NAPA informed him that DEF fluid, used in most all the trucks, will be increasing in price by 50%. Zumbruski ordered some to have in stock.

- b. **Treasurer:** Holt and Suarez report on the budget status as fiscal year is winding down.
  - c. **Town Clerk:** Suarez reports that the Clerk took in \$688.00 in fees and services.
  - d. **Chair: GMP Easement:** Suarez reports that the lawyer has worked with Tim Jones from GMP and has a draft easement that is acceptable. Jones is looking for the approval from the Board to go ahead and do up a final draft. Suarez calls for a motion to approve. No motion is forthcoming. The draft easement is not approved.  
**Roads Reclassification:** Suarez reports that the lawyer has not gotten back to the Board yet.  
**Final tax collection report:** Suarez reports that while the town collected approximately 96% of fiscal year 2026 taxes that creates a concern for the budget. After the school, highway, and library appropriations are paid the General Fund is coming up in a small deficit. The fund balance or surplus will assist in closing out the year.
  - e. **Grant Coordinator** – 2<sup>nd</sup> meeting of the month
  - f. **Auditor’s Recommendations Report** – Suarez reports that the Policy Committee has been working on some recommendations.
  - g. **Committee reports:**
    - i. **Policy Committee:** Evans reports that they are moving along on updating and creating policies to recommend to the Board.
    - ii. **Common Committee:** Evans reports that the flowers are in the boxes on the gazebo. She reports that some holes in the lawn have been filled and seeded. The new grass is doing well thanks to John Evans’ consistent watering. The second application of fertilizer will be applied when school ends thanks to Tim Massucco and John Evans. Next items to address are the fountain and root treatment for the trees.
    - iii. **IT Committee:** Elisha Stratford and Mike Hopta give a report on the IT services and cybersecurity. They report that the contract with Europa is good. The level of service is good and at a good price. They report that there is a need for cyber security and the contract with Europa in that area is reasonable. Marrow makes a motion to continue with the Europa contract even if it means deficit sending in fiscal year 2027. Frisk seconds the motion. Motion carries 5-0-0.
8. **Old Business:** none
9. **New Business:**
- a. **Town Hall/Common Use request:** Marrow makes a motion to approve the Green Mountain RSVP town hall use request, to waive the fee, and to have Suarez sign on behalf of the Board. Evans seconds the motion. Motion carries 5-0-0.

- b. **Local Emergency Management Plan:** Marrow makes a motion to approve the LEMP and file it with the state. Frisk seconds the motion. Motion carries 5-0-0.
  - c. **Taxes received with the post marked date or date received:** The Board decides to continue with post marked tax payments and not to move to date received.
  - d. **Truck bids:** The highway committee submits recommendation for the two trucks to replace. Wright asks that the Highway Committee submit more details for the next meeting. Specifically, he requests what the trade-in value is the two trucks, the cost of the extended warranty, and a laymen's terms list of what the trucks have for the body and winter equipment.
10. **Executive Session:** V.S.A 1ξ313(a) (3) appointment or employment or evaluation of a public official or employee. Marrow makes a motion to move into executive session and to invite Connie Holt. Frisk seconds the motion. Motion carries 5-0-0. The Board moves to executive session at 7:30pm. Evans makes a motion to end executive session and to reconvene the regular meeting. Wright seconds the motion. The regular meeting to reconvened at 8:31pm. Suarez reports that the Board continues to research options to find a treasurer.
11. **Adjournment:** Marrow makes a motion to adjourn the meeting. Wright seconds the motion. Motion carries 5-0-0. The meeting is adjourned at 8:31pm.
12. **Next Regularly Scheduled Meeting:** Tuesday, July 14, 2026 at 6:00pm at Town Hall and via ZOOM.