TOWN OF TOWNSHEND

Selectboard

PO Box 223 Townshend, Vermont 05353

SELECTBOARD MEETING AGENDA
July 14, 2026 6:00 PM
Townshend Town Hall
Approved: DRAFT

Present: Nick Suarez, Allie Evans, Katie Marrow, Rob Wright, Steve Frisk
In Attendance: Brian Guerrero-BCTV, Jeremy Zumbruski, Connie Holt
MOP: Dale West, Jodie Lane, Scott Dorman, Christine Heye, Shaun Marrow, Laura Richardson, Helen Holt.

1. **Meeting Call to Order:** Suarez calls the meeting to order at 6:01pm.
2. **Approval of Minutes:** Wright makes a motion to approve the June 23, 2026, meeting minutes. Frisk seconds the motion. Motion carries 4-0-0.
3. **Additions and Deletions:** none
4. **Members of the Public:** none
5. **Correspondence:**
   a. **Cory Ciklin:** creation of the Town Hall & Opera House Preservation Fund Advisory Committee. Board decides to move this agenda item to after the committee discussion.
   b. **Fire Warden change per the State of Vermont:** Saurez notifies the Board that the State has combined the Frie Chief and the Fire Warden positions.
   c. **State of Vermont notice of required re-appraisal:** Suarez informs the Board of the letter from the state and reminds the Board that we have a contract with a re-appraisal company for 2030.
6. **Warrants:** Wright makes a motion to approve the payroll and payroll taxes warrant in the amount of $16,125.70. Frisk seconds the motion. Motion carries 4-0-1. Wright makes a motion to approve the General Fund & Highway warrants in the amount of $116,750.96. Evans seconds the motion. Motion carries 5-0-0.
7. **Reports:**
   a. **Highway:** Zumbruski reports that the road crew are into their summer projects. They will begin mowing the 2nd week in August.
   b. **Treasurer:** FY26 re-cap: Holt reports that the General Fund was underfunded in Fiscal Year 2026 due to low tax collection. The Town expenditures came in underbudget, but

the low tax collection required using some if the Fund Balance. This results in starting FY27 with a small fund balance. The Board directs Holt to contact the delinquent tax collector for a meeting. Holt reports that the Highway Fund ended the year with an approximately $61,000 deficit. We did well on capturing more revenue than budgeted for. We went over budget in mainly the truck maintenance/repairs and material costs. There is a Special Project Reserve Fund that has about $58,000 in it for the repair to Bridge 42 back in 2018. NEMRC advises that we consult the auditor to see if those designated funds can be undesignated now that the project has long since been completed. If that is the case, then that will help with eliminating most of the deficit. Either way we are going into Fiscal Year 2027 with no fund balance in the highway department. Holt is directed by the Board to contact the auditor.

c. **Town Clerk:** Suarez reports that in the last two weeks of June the clerk took in $888.00 in fees and services.

d. **Chair:** Suarez reports that the Army Corp of Engineers is holding their final public hearing for the updated Master Plan for the Dam. The meeting will be held July 29, 2026, at Jamaica Town Hall from 4-6pm. Suarez also reports that Grace Cottage Hospital is seeking the renewal of the indirect discharge permit. Frisk makes a motion to authorize Suarez to sign the permit application on behalf of the Board. Evans seconds the motion. Motion carries 5-0-0.

e. **Grant Coordinator** – 2nd meeting of the month

f. **Auditor's Recommendations Report** – 1st meeting of the month

g. **Committee reports:**

    i. Policy Committee report and recommendations: Christine Heye summarizes the work of the Policy Committee and submits 6 policies for the Board to review, discuss, and approve. The draft policies are – Personnel, Conflict of Interest, Townshend Committees, Animal Ordinance, Town Hall Use, and Common Use. Suarez states that he envisions that the Board will take a couple of weeks to review and then pass onto the town attorney for review. Evans recommends that the Board read and discuss the committee policy since it is pertinent to Cork Ciklin's request. Heye volunteers to summarize any changes to existing policies. Evans states that if the Board holds off on the policies, then it will need to hold off on the formation of the Town Hall & Opera House Preservation advisory board or committee. Suarez thanks the policy committee for their work. The Board decides to review the draft policies and revisit the matter at the next meeting.

8. **Old Business:**
    a. **Truck Financing:** Marrow gives a summary of the lease agreement research. Suarez asks if the municipal appropriation clause is in the lease agreement. Marrow says she is not sure but will raise that with the companies. There is a discussion of the rates of the leases. Evans makes a motion to enter into a lease agreement with KS Bank, not to exceed $115,000 annual payment with the provision that we do not move forward if it does not have the clause that allows the town to exit the lease with no penalty if the voters do not approve at town meeting. Frisk seconds the motion. Evans amends the motion to include that the first payment will be in the month of April 2027. Frisk seconds the amendment. Motion carries 5-0-0.
    b. **Sheriff pilot program for regional policing:** Suarez summarizes the letter from Sheriff Anderson. After a discussion the Board decides not to appoint a selectboard member to the governance council. Frisk makes a motion to join the governance council. Evans seconds the motion. Motion fails 1-3-0.
    c. **Acton Cemetery clean up update:** Wright volunteers to follow up with the tree contractor to coordinate with Charlie Marchant.
9. **New Business:**
    a. **Setting the tax rate:** The Board postpones setting the tax until the Town receives the homestead rate from the state.
    b. **Bridge 41 Engineering study bids:** No bids were received. Marrow volunteers to contact Meghan Brunk from VTrans to discuss next steps.
    c. **Town Hall/Common Use request:**
        i. Wright makes a motion to approve Jody Lane's town hall use request for 7/25 5-8pm, to waive the fee, and to have Suarez sign on behalf of the Board. Frisk seconds the motion. Motion carries 5-0-0.
        ii. Wright makes a motion to approve West River Thrives' request to use the Common or Town Hall on 9/2/26 2-7pm, to waive the fee, and to have Suarez sign on behalf of the Board. Frisk seconds the motion. Motion carries 5-0-0.
        iii. Wright makes a motion to approve Leland & Gray's Common Use request for the Pumpkin Festival on 10/17/26 from 6am to 6pm, to waive the fee, and to have Suarez sign on behalf of the Board. Frisk seconds the motion. Motion carries 5-0-0.
10. **Executive Session:** Evans makes a motion to move to executive session for V.S.A 1ξ313(a)(3) appointment or employment or evaluation of a public official or employee. Frisk seconds the motion. Motion carries 5-0-0. The meeting is moved to executive session at 8:06pm. Wright makes a motion to reconvene the regular meeting. Frisk seconds the

motion. The regular meeting is reconvened at 8:25pm. Suarez reports that the treasurer candidate did not respond to the Selectboard’s outreach. The Selectboard is exploring a plan b.

11. **Adjournment:** Evans makes a motion to adjourn. Frisk seconds the motion. Motion carries 5-0-0. The meeting is adjourned at 8:25pm.
12. **Next Regularly Scheduled Meeting:** Tuesday, July 28, 2026 at 6:00pm