TOWN OF TOWNSHEND
SELECTBOARD MEETING AGENDA
July 28, 2026 6:00 PM
Townshend Town Hall
Approved: DRAFT - corrected

Present: Nick Suarez, Allie Evans, Katie Marrow, Rob Wright, Steve Frisk
In Attendance: BCTV Tech, Connie Holt, Helen Holt, Shaun Marrow, Dale West, Scott Dorman, Laura Richardson, Christine Heye, Emily Gibbs, Elisha Underwood, Jaye Settle, Jacob Settle

1. **Meeting Call to Order:** Suarez calls the meeting to order at 5:59pm.
2. **Approval of Minutes:** Evans makes a motion to approve the July 14, 2026. Frisk seconds the motion. Motion carries 5-0-0. Marrow makes a motion to approve the July 22, 2026 meeting minutes. Frisk seconds the motion. Motion carries 4-0-1.
3. **Additions and Deletions:** none
4. **Members of the Public:**
   a. _______ makes a presentation of Windham County's Lead Hazard & Healthy Homes Program. Requests that the Selectboard help get the word out. The Selectboard direct C. Holt to post on website and in the usual places.
5. **Correspondence:**
   a. **Listers:** letter regarding telecommunications tax calculation. Suarez summarizes the letter. H. Holt, Lister, requests the Board sign the document. Evans makes a motion that the Board sign both stipulations regarding tele-communications. Wright seconds the motion. Motion carries 5-0-0.
   b. **Windham Regional Commission:** Letter regarding a public hearing on the Windham Regional Plan. Suarez summarizes the correspondence and announces the public hearing on August18th via zoom concerning the regional land use plan.
   c. **Town of Brattleboro:** Letter regarding the closing of the birthing center: Suarez summarizes the request of the Brattleboro Selectboard. Wright makes a motion to adopt the Brattleboro Selectboard resolution regarding the Brattleboro Memorial Hospital birthing center. Frisk seconds the motion. Motion carries 5-0-0. C.Holt is directed to do up a resolution for the Selectboard to sign.
6. **Warrants:** Wright makes a motion to approve the Vote #1 warrants for payroll and payroll taxes in the amount of $15,419.04. Frisk seconds the motion. Motion carries 4-0-1. Wright makes a motion to approve Vote #2 warrants for the general fund and highway in the amount of $44,610.93. Marrow seconds the motion. Motion carries 5-0-0.
7. **Reports:**
   a. **Highway:** Holt reports that the credit application for the trucks has been filled out. Marrow reports that the trucks have been reserved.
   b. **Treasurer:** Holt reports that the tax bills have gone out.

c. **Town Clerk:** Suarez reports that the clerk took in $2,215.00 in fees and services in the first two weeks of July.

d. **Chair:** Suarez summarizes the clerk's request to have the Justices of the Peace on the ballot. Marrow makes a motion to have the Justices of the Peace on the August ballot. Evans seconds the motion. Motion carries 5-0-0. Suarez updates the Board on the clean up of Acton Cemetery.

e. Grant Coordinator: Marrow gives an update on her work.

   i. Awarded Grants:

      1. Streambank repair on West Hill: that work will begin in August.
      2. Bridge 43: currently has a August start date.
      3. Bridge 41 engineering study: no bids were received. Have schooled a meeting with Meghan Brunk from VTrans to discuss next steps.
      4. Windham Hill Tree removal: work completed and submitting the final report.
      5. Sign Package grant: ordering signs up $5,000 which is the amount of the grant.
      6. HSIP Guard Rail grant: awarded $46,985 with no match to replace guardrails on Grafton Road. That will get us over 2,000 feet of guardrails.
      7. Municipal Highway Storm water grant: it is an engineering study grant. Requesting that the Selectboard assigns Marrow as the project manager. The cost of Marrow wages will either be included in the grant, or submitted for reimbursement, or considered in the scope of her current hours. Frisk makes a motion to approve Marrow as the Project Manager. Wright seconds the motion. Motion carries 4-0-1.
      8. Category D Highway grant: Athens Road Culvert upgrade. Currently in the environmental review phase.
      9. Grants in Aid: we are working on 32 segments before 9/30. We have been awarded another $27,000 in 2027.
      10. Cyber Security Training grant; under way. Compiling the list of people who are interested in attending the training. Marrow request that the board sign the local agreement. Frisk makes a motion to sign the local agreement. Wright seconds the motion. Motion carries 4-0-1.

   ii. Grants:

      1. Temporary Lighting grant: applied for. Waiting to hear
      2. Rigid Roadways: applied if awarded funds go toward the cost to purchase a truck mounted surface roller.
      3. Historic Preservation grant: Marrow requests that the Board approve applying for funds for a full restoration of the upstairs windows. It is a 50/50 match. The estimated cost would be $48,600.00. Wright makes amotion to apply for the Historic Preservation grant for the full restoration of the upstairs windows. Frisk seconds the motion. Motion carries 5-0-0.
      4. Municipal Planning grants focusing initially on ADA compliance.

Suarez asks if Marrow has a total of warded grants. Marrow reports that since 2024 when she start the town has been awarded $738,531.00 not including the town's match.

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

g. **Committee reports:**

   i. **Policy Committee:** Suarez reminds the board that the Policy Committee has put forth numerous drafts of proposed policies. He suggests that we deal with the draft Selectboard Committees Policy and the Personnel Policy tonight. He asks if there are nay questions, concerns, additions to the Selectboard Committee proposed policy. Wright and Marrow state they need more time. There is a discussion regarding the draft. Suarez summarizes that the Selectboard will review and come to the next meeting with the intention to decide on the policy. Suarez then moves to the personnel policy. There is a discussion regarding the personnel policy. The Board decides to continue to review. Suarez states he would like a targeted discussion at the next meeting.

8. **Old Business:** none
9. **New Business:**

   a. Town Hall/Common Use request(s):

      i. Wright makes a motion to approve the Townshend Historical Society's request to use Town Hall on November 8th for their annual meeting., to waive the fee, and to have Suarez sign on behalf of the Board. Evans seconds the motion. Motion carries 5-0-0.

      ii. Evans makes a motion to approve the Friend of the Library request to use the Common on October 4th for a BBQ, to waive the fee, and to have Suarez sign. Marrow seconds the motion. Motion carries 5-0-0.

   b. Tax Collection in August: Holt summarizes her proposal to have tax collection on 8/26 with her available to receive taxes and give a written receipt. It would look a bit different but would serve the same purpose. Wrigth makes a motion to authorize Holt to collect taxes and give written receipt on 8/26/26. Marrow seconds the motion. Motion carries 5-0-0.

   c. Request to put sign in triangle – Ed Brown: Marrow summarizes Mr. Brown request to erect a sign in the triangle at the junction of Rt30 and Grafton Road. There is a discussion. Wright makes a motion to allow Ed Brown to put a sign in the triangle. Marrow seconds the motion. Motion fails 0-5-0.

10. **Executive Session:** Marrow makes a motion to move to executive session per V.S.A 1ξ313(a) (3) appointment or employment or evaluation of a public official or employee. Wright seconds the motion. Motion carries 5-0-0. Meeting is moved to executive session at 7:15pm. Evans makes a motion to end executive session and reconvene the regular meeting. Frisk seconds the motion. Motion carries 5-0-0. The regular meeting is reconvened at 7:34pm. Suarez reports that no decisions were made but that there are a couple of interested candidates and hope to have news at the next meeting. Evans makes a motion to adjourn. Frisks seconds the motion. Motion carries 5-0-0. The meeting is adjourned at 7:34pm.

11. **Next Regularly Scheduled Meeting:** Tuesday, August 11, 2026 at 6pm