



# TOWN OF TOWNSHEND

Selectboard  
PO Box 121 Townshend, Vermont 05353

## Selectboard Meeting Minutes

**July 26, 2022 6:00 PM**

Townshend Town Hall

**Approved: 8/9/22**

**Present:** Sherwood Lake, Steve Frisk, Rob Wright, Katie Marrow, Rob Swiger

**In Attendance:** Galen Robinson - BCTV Tech, Connie Holt - Selectboard Assistant

1. **Meeting Call to Order:** Lake calls the meeting two order at 5:57pm
2. **Approval of Minutes:** Wright makes a motion to approve the minutes from the July 12, 2022 Selectboard meeting. Marrow seconds the motion. Motion carries 5-0-0.
3. **Additions and Deletions:** Lakes announces the additions and deletions to the agenda;
  1. Correspondence: DV Fiber Audit Report.
  2. Correspondence: So. VT Economy Project announcement.
  3. Old Business: Stone Arch Bridge request from THS.
  4. New Business: Oil and Propane contracts.
  5. Executive Session: Personnel issue VSA 313(B).
  6. Old Business: Radar Speed Control Sign: permit
4. **Members of the Public:** None
5. **Correspondence:**
  1. Lake reports on notice from DVFiber informing the town that an audit was conducted per Vermont Statutes.
  2. Lake reports on notice from Southern Vermont Economy Project (SVEP) announcing their Knowledge Bites Program regarding two programs that help communities projects access funding: the R.E.D.I. and C.F.T.A.P. programs.
6. **Warrants:** Wright makes a motion to pay warrants 1 - 6.
  1. Payroll: \$9,781.90
  2. Payroll Taxes: \$4,252.69
  3. General Fund: \$4,234.50
  4. Highway: \$4,178.50
  5. Highway Equipment: \$1,619.63

6. ARPA:	\$170.00
<b>Total:</b>	<b>\$24,237.22</b>

Frisk seconds the motion. Motion carries 5-0-0.

7. **Reports:**

1. **Highway:** Frisk reports;

a. The new road crew member, Anthony, started on Monday the 18th.

b. The town is getting \$200,000.00 in grant money for the work on Windham Hill Road, Island Road, and Jay Road. Lake confirms with Frisk that we will need to open a line of credit to pay the invoices while we wait for the grant money.

c. The Town has received the FEMA money for the road repairs from the 7/29/21 storm. The amount was \$244,700.00. We are now waiting for about 11,000.00 to close out the Category Z part of the FEMA reimbursement. Townshend did well in moving the FEMA grant proposal. Lake comments that we are ahead of other towns, many of whom are still in the process.

2. **Treasurer:** Lake gives the Treasurer's report. There is a True General Fund balance of \$193,430.00. People's United reports \$746,249.95 in the Municipal Investment Fund and \$30,000.00 in the checking account.

3. **Town Clerk:** Lake gives the Town Clerk report. The Town Clerk has taken in \$1,325.00 in fees from July 1, 2022 through July 15, 2022.

4. **Chair:** Lakes announces to the Board that on Tuesday, August 8th at 11:00am he will be meeting with a Human Resources Representative from VLCT to discuss their template for an employee manual. Lakes invites the Selectboard members to join him in the meeting.

8. **Old Business:**

1. **Stone Arch Bridge Project:** Lake directs the Board's attention to the information in their packet. The Townshend Historical Society is requesting the town send two documents regarding the Stone Arch Bridge Project. Lake is not bringing this to a vote tonight because there is a huge gap in the budget funding. Lakes states that before we sign off on this we need to find out where the money to fill the gap is coming from. The issue was table until the next Selectboard meeting.

9. **New Business:**

1. **Sullivan & Powers confirmation of VEMR's audit:** Lake asks the board if they would like to sign off on it tonight or table until the 8/9 meeting in order to be able to review the information. The Board decides to table the issue until the next Board meeting.

2. **Town Oil Contract:** Lake opens a discussion on proposals from companies on an oil contract with the town. After reviewing the proposals from Cota & Cota, Dead River, and Nido, Lake recommends going with Nido because they have given us good service. Wright makes a motion to accept the #2 oil bid from Nido at \$4.27 per gallon. Frisk seconds the motion. Motion carries 5-0-0. Board decides to hold off on the propane decision until Nido comes to inspect the tanks and give a proposal.

3. **Radar Speed Control Signs:** Lake reports that the Planning Commission is requesting that the Board sign the state permit for the Radar Speed Control Signs. The permit calls for 2 signs. One sign coming into the village going up the hill. The second sign going out of the village on RT 30. Swiger makes a motion to sign the state permit for two radar speed control signs. Frisk seconds the motion. Motion carries 5-0-0. The Board agrees to have the Chair sign other behalf.

4. **Opening of Grant Bids:** Frisk opens the bids for two grant proposals for road maintenance. VTrans Grants in Need is for Hall Drive. VTrans Better Roads Grant is for 5 sections on Deer Ridge, Deer Valley, and East Hill. Frisk reads the Bids;

Hall Drive Bids:

GPT Maintenance: \$50,750.00

AS Clark & Sons: \$47,835.00

Brennon Construction: \$26,500.00

Wright Maintenance: \$33,110.00

Frisk confirms that the bids meet the specifications of the project. He also confirms that the Town has worked with each bidder before. Wright makes a motion to accept Brennon Construction's bid. Marrow seconds the motion. Motion carries 5-0-0.

5 Segments Bids:

Dale Clark: \$36,250.00

AS Clark: \$41,637.00

Brennon: \$27,900.00

Wright Maintenance: \$30,326.00

Frisk confirms that the bids meet the specifications of the project. Wright makes a motion to accept Brennon Construction's bid for the work. Swiger seconds the motion. Motion carries 5-0-0.

10. **Executive Session:** Personnel issue VSA 313(B). 11. Lake reports that there will be no report coming out of the executive session. Swiger makes a motion to go into executive session. Wright seconds the motion. Motion carries 5-0-0. Selectboard goes into executive session and the meeting is adjourned at 6:27pm.

11. **Next Regularly Scheduled Meeting:** Tuesday, August 9, 2022

12. Adjournment: 6:27pm