

## **2013 03-18**

**Town of Windham, Vermont**

**Board of Selectmen Regular Meeting**

**Date of Meeting: March 18, 2013**

**Attending: Mary Boyer Selectman, Chair**

**Margaret Dwyer Selectman**

**M. Franklyn Seawright Selectman**

**Imme Maurath Auditor**

**Stephanie Amyot Accounting Researcher**

**Alison Trowbridge Clerk**

**Call to order:** Regular meeting called to order at 6:40 pm at Windham Town office by Chairman Mary Boyer.

**White Road Repaving:** Imme Maurath presented a list of issues involved with repaving White Road (see attached list.) Concerns listed in not repaving the road include decline in property values of houses on White Road and costs as well as increased wear and tear on maintenance vehicles. Price quotes from O'Brien Paving Company ranged from \$87,000 to \$117,000 per mile.

**Road Material Deliveries:** Town oversight on deliveries of road materials: Imme expressed concerns from the auditors about the lack of checks on the quality of road materials and that the quantities delivered are consistent with what the Town is charged. The Select Board agreed on the need to improve the current system.

**Watkins/Bigwood Lawsuit:** Stephanie reported on the bookkeeping research she is conducting for the lawsuit that Rodney Watkins and Bill Bigwood are bringing against the Town regarding their pay in the past. She has found some errors made in their pay, however many were fixed and there are no findings of fraud or intentional wrongdoing. Problems include not tracking correctly retirement contributions for taxes in the Quickbooks system, mistakes with w2s and Health Savings Accounts were not done correctly. Stephanie made corrections on the computer to address these problems. VLCT has helped redesign the annual report. A corrected w2 from Rodney's accountant was looked at.

**Minutes from 3/4/13 and 3/11/13:** Minutes from the regular Selectboard meeting on March 4, 2013 and the special Selectboard meeting on 3/11/13 were distributed. No changes were found to be necessary for the minutes from 3/4/13. For the minutes from 3/11/13, corrections in the spelling of Alison's name and a slight shift in her hours were made. Mary made a motion to approve the minutes from 3/4/13 as presented and 3/11/13 with

these corrections. Frank seconded the motion. The Board voted all in favor, so carried.

**Select Board Meeting with Meadowsend Timber Company:** The Selectboard will meet with Meadowsend Timber Company on April 4, 2013, at the Town Office. This is expected to be a session where Meadowsend presents information to the Board and it is not clear how much opportunity the Board will have to respond with any concerns it may have regarding effects of the project on wetlands, roads and houses.

**Required State Indices:** Frank brought up the issue of indices required by the state which the Town Clerk is responsible for. Alison is still learning about these and will check with the Secretary of State's office regarding this matter.

**Roads Grant:** Mary requested that Alison to set up a meeting with John Alexander of VTrans to fill out roads grant program application. The grant application is due May 6 and the dates for meeting with John Alexander that Mary suggested are April 11 and 18 at 3:00 pm. Alison will contact John Alexander.

**Town Office Cleaning:** The Board asked Alison to contact Paul Wyman to see if he is interested in cleaning the Town Office. Alison will do so.

**People's Bank Note:** The Select Board received a call Lori Torren, from People's Bank to remind the Town that the remaining balance on the Town's bank note for Irene road repairs, \$100,000, is due on March 20, 2013. (See attached handout.) The Town is still waiting for money from FEMA to pay this off. Mary has talked to Ms. Torren and the bank has agreed to extend the loan, however, the interest on this note, approximately \$900, will be due on 3/20/13. Mary made a motion to pay the interest and then extend the loan for three months. Frank seconded and so voted by the Board.

**Sweep Accounts:** The advantages of a sweep account were discussed. The main advantage is these accounts minimize shifting of money between banks. Unfortunately, figuring the statements from these accounts is a little more challenging.

**Election of Officers:** Margaret nominated Mary for Select Board Chair and Frank seconded, so voted by the Board. Mary Boyer made a motion to hire Alison as Select Board Clerk for a term of one year and Margaret Dwyer seconded. So voted by the Board.

**Town Appointments:** The Board signed appointment forms for various Town positions whose terms had expired. Alison will mail these out.

**Town Plan Update:** The Planning Commission is busy updating the Windham Town Plan with help from the Windham Regional Commission (WRC.) Mary requested that Alison contact the WRC to find out the Town Plan approval process and schedule of required hearings, etc.

**Correspondence:** The Select Board reviewed the following correspondence:

-zoning permit for a woodshed for Bob Bingham

-fax from People's bank regarding the above mentioned bank note (#10 above) and resolution to add Peter Chamberlain, the Town Treasurer and Alison Trowbridge, Town Clerk as signers on

the Town account.

-heavy weight permits from Valley Crane Services, Renaud Bros. and GW Tatro

-VLCT Select Board Training Seminars: Alison will register Mary, Margaret and Peter Chamberlain for Select Board Institute II on April 13, 2013

**Pay orders:** The Board signed pay orders.

**Adjournment:** Mary moved to adjourn at 8:45 pm. Frank seconded and so voted.

Respectively submitted by Alison Trowbridge, Select Board Clerk

Minutes Approved \_\_\_\_\_ Date