

Select Board Meeting

April 3rd 2017

Windham Town Office

Present:	Frank Seawright	Chair	George Dutton
	Kord Scott	Selectman	Ginny & David Crittenden
	Maureen Bell	Selectwoman	Michael Simmonds
	Kathy Scott	Assistant Town Treasurer	Jim Scott
	Robert Kehoe	Town Planning Commissioner	Diane & Peter Newton
	Robert Bingham	Planning Commission	John & Josh Dryden
	Claudia Voight	Select Board Clerk	Alan Partridge
	Jo-Jo Chlebogiannis	Town Clerk	Gayle & Paul Wyman
	Walter Woodruff	Tree Warden	Nancy Dyke
	Jerry Dyke	Citizens Advisory Committee	Sue Pare
	Vance Bell	Conservation Commission	Janice & Ralph Wyman
			Mary McCoy
			John Gordon

Meeting Called to order at 6:30 pm by Frank

Agenda additions/deletions

- Social Services Committee discussion was rescheduled due to number of attendees
- Request from Select Board Committee to Secretary to include and maintain an Action Item list
- Bob Bingham received a Planning Commission resignation from Ken Grimes
 - There are two interested individuals
 - Chris Cummings & Vance Bell
- Frank presents the resignation letter of Town Clerk Jo-Jo Chlebogiannis
 - Claudia Voight will step in as interim Clerk until vote
 - Executive Session called to discuss/vote- Claudia Voight voted in as interim Clerk
 - Position must be posted for other candidates to apply

Adopt minutes

- March 20th Meeting Minutes accepted with minor corrections

Road Crew monthly report

- Over weight permits (Town Clerk request)
 - They come through with insurance – make certain filed properly, if declined – has to come from road commissioner
 - Need to be part of the minutes
 - Need procedure so as not to lose, Allison has procedure
 - Can't go into mail until copies are made
- Write draft policy for abandoned vehicles and driveway culverts
 - Frank suggested road crew write a draft
 - Suggest to give warning/tag car to first offenders instead of towing
 - Difficult to see when poor visibility and concerns about hazards to public
- Schedule meeting with VTRANS to review roads budget
 - There is a certain amount of time after Town Meeting we need to meet with VTRANS
 - VTRANS available Wednesday – Maureen is ok with that
 - Comment to road crew – thanking them for the job they did this winter
 - George Dutton would like a slower speed limit sign on road to falls – 30 mph suggested – can put equipment ahead sign – will add to road sign order
- Schedule time for annual road crew evaluations –
 - Road Crew to consider a time
 - Suggested to do them in May after mud season, date will be set as it gets closer

Cleanup from winter:

- Work to be completed:
 - Down trees, need to be chipped, clear pot holes, ditches for summer, cold patching –
 - Sweeping intersections, clean bridges, signs to put up, order new road signs for summer project
- Need to check how much money is available in paving account
 - Won't get rotating grant money for a few years
- Discussion about OSHA inspections and making certain all equipment is up to specs
 - John is taking osha related training
 - This will lead to greater training, must complete osha training first
- Culverts –
 - Replacement should be scheduled for June
 - Concern was expressed about other projects falling behind due to lack of Town manpower if Town does the work and the need for Flaggers
 - A suggestion for Town to hire an outside contractor to do culverts as they have own flaggers
 - Request to have engineer do specs to include all needed equipment and misc. so we don't miss anything
 - Suggestion by Kord to draft policy for towns people re: culverts to clarify what is town/homeowner responsibility
- Equipment replacement schedule
 - Discussion around what was spent
 - 1/2015 to 3/2017 spent \$18,000+ on parts alone, battery/break issues..etc
 - Expense of keeping truck on road vs cost of replacing it mentioned
 - Had no interest loan for two trucks that have been paid off
 - General idea, \$60,000 voted in for replacement equipment –
 - One more payment on backhoe \$17,000 to be paid in June

Report on existing policies by Maureen

- There are only a few procedures/policies/ordinances
 - Frank responded that update possibly only if there is a change in town policy
 - Kord suggested reviews on occasion by individuals responsible for area such as roads.
 - Some would need to be reviewed annually and readopted
- Conflict of interest policy
 - Compared to Grafton's is too restrictive
 - Many of the rules don't apply to the town
- Kord had discussion re: Roberts Rules of Orders
 - Adopting a rules procedure for our town would be appropriate as RRO is restrictive
 - Rep Sarah Jarvis said she would come down to do presentation with heads of committees present

Green Lantern Solar panel proposal

- Energy committee received proposal from the organization to use field to install solar panels
 - Field was given to town, Select Board cannot determine, need town vote
 - Green Lantern wants to use 1 ½ acres – would leave 270 x 80 foot strip between cemetery and area of use
 - Cemetery commission commented that the strip would give them enough room for next 100 years
 - Need to schedule town meeting to vote on this
- Green Lantern from Brattleboro is anxious to speak with board
 - Suggestion that Select Board take this as first step so can answer questions at town meeting
 - Maureen has read and reached out to Green Lantern with questions
 - Energy committee recommends that Select Board meet with Green Lantern rep and would like the support of the Select Board
 - Meeting with the Select Board will be setup
 - Suggestion made to have Green Mountain Rep. to also do a presentation at a Town Meeting
- Cemetery Commission was interested in having an expansion area
 - Commission drafted a proposal/100 year plan which includes landscaping
- Financial aspects discussed and where power will be distributed

- Jo spoke with Green Lantern there is a finder's fee that goes to town
- There would be no cost to the town and would be a financial benefit – however town would have to spend some money at the on set
- Power would go into area grid
- Town would be an “off taker” and opportunity for towns people to buy off of it to reduce electric bills

Road Commissioner discussion

- Continued discussion about reorganization
- Kord was selected as Commissioner
- Frank wants to be sure road crew is involved with all aspects of decision making/giving input, make sure road crew get all the training needed
 - Josh recommended doing a quarterly meeting with Select Board
 - Road crew would attend meeting to discuss topics/concerns
 - Meeting would be open to public

Rescue Inc.

- Brought up at town meeting
- Town has donated money
 - Comment made re: should not donated, thought it was for profit, it is not a for profit
 - It's a 501-3C – run by collaborative board from towns
 - Town pays aprox \$25 - \$30 per resident – you don't have to do whole population
 - Individuals can buy plan for \$65 year which eliminates deductible
 - Rep would come to do presentation to Board and answer questions
- Maureen mentioned a social services committee
 - There are already a number of interested individuals

Other Business

- Assistant treasure presented quarterly reports on budgets
 - Quarterly roads report – copies presented
 - \$741,000 in general fund - \$400,000 not spoken for

Correspondence, Review bills and sign orders

- Completed

Came out of Executive Session at 8:10 pm

Meeting was adjourned at 8:15

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ACTION ITEMS

AREA	ACTION ITEM	PERSON RESPONSIBLE
Select Board		
	Have clerk include Action Item list into minutes	Claudia
Town Clerk		
	Post position	
Road Crew		
1)	Over weight permits procedure	
2)	Draft policy for abandoned vehicles	
3)	Schedule meeting with VTRANS	
4)	Schedule road crew evaluations	
5)	Schedule date for Culvert replacement	
6)	Draft policy to clarify town/homeowner responsibilities re: Culverts	
7)	Training - schedule what is needed	
Green Lantern Solar		
1)	Schedule meeting with GLS to do presentation and answer questions	
2)	Schedule town meeting to vote	

AREA	ACTION ITEMS TO BE DETERMINED	RESULTS
Social Services Committee	Will Committee be formed	
Roberts Rules of Order	Will meeting be set to invite Rep. Sarah Jarvis with Committee heads	
Road Crew	Determine if quarterly or annual meetings with road crew at SB	
Rescue	Determine if meeting with Rep. to do presentation and answer questions will happen	