**Windham, VT Select Board**

Regular Meeting

**Final Draft**

Windham Town Office

April 2, 2018    6:30 PM

**Present:**

Maureen Bell Selectwoman

Kord Scott Selectman

Robert Kehoe Selectman

Peter Chamberlain Treasurer

Claudia Voight Select Board Clerk

Ellen McDuffie

Bill Dunkel

Jerry Dyke

Mary Boyer

Louise Johnson

Russ Cumming

Joyce Cumming

Heath Boyer

Meeting called to order by Maureen at 6:30 pm.

**Additions to Agenda/Announcements/Reminders:**

* Tax collector – correspondence
* John Gordon’s resignation – to be discussed during Executive Session

**VTrans Grant application:**

* Even though it’s not “our year” we might be eligible for some unclaimed money
* Maureen wants to make certain we submit by the 15th of April/deadline
* Kord said Grant has been signed
* Kord asked about Better Back Road Grant with VTRANS - who will be contact with WRC
* Peter responded there is Transportation Committee but he is not aware of who is head of it
* Kord said t Grants need to be in by 15th – one is ready (Highway, Structure Grant, Better Back Roads Grant (95%done)  all through Vtrans)  all by 15th -  will have them in

**WRC Energy Plan Hearings:**

* Monday, April 9 in Townshend & Thursday, April 12 in Westminster.  Both at 6:30
* Bill commented Windham Regional Plan does not support wind – contesting about that, may be discussion about that – if interested should attend hearing, Monday town hall and 12th at Westminster library
* Maureen said if people can’t make the meeting and have concerns/comments to send email to

Chris Campany if you want your concerns known

* Mary asked if WRC is going to send letter on behalf of Commission expressing our support of our current language – Mary asked to have it run by the Select Board before submitting.
* Discussion revolved around if we are on good ground and various specifics in relationship to language…etc.
* Bill feels it may get approved the way it is now but can’t be sure
* WRC map has reserves identified which would be prime locations for wind.  Maps may be redrawn.
* Town Energy Committee working to update town plan

**Rescue Squad Committee:**

* Held its first meeting and is moving forward
* Seven members thus far
* David Cherry is Chairman
* Dawn Bower Co-Chair
* Claudia Voight Secretary
* Will hold monthly meetings

**Approval of final minutes from March 19 regular Select Board, March 6 Town & March 28 VTrans/Road Crew Meetings**.

* Maureen discussed what we learned about Meeting Minutes corrections and The State Open Meeting Law.
* We are doing many things right however we are handling the Minutes inappropriately
* 2 ways to handle corrections – can send corrections to Select Board Clerk independently, not as group or do corrections at an open meeting
* Claudia responded that she prefers to have edits sent to her via email independently – expedites the process and works better for her overall
* Select Board agreed to send edits via email independently

**Public Comment – limit of 3 minutes/comment, if topic is not on tonight’s agenda**

* No public comments
* Kord need to sign Highway Certificate
* Kord wants to discuss overweight permits
* Bill Dunkel responded in regards to the required posting of Energy and Planning Committee -he has been posting at Meeting House, Town Office and Firehouse
* Maureen, we can also post at the school, on front door.  Bulletin board to right if door is open
* Mary also mentioned news/notes if can get it in on time.
* Suggestion to have a framed in board with glass cover on Town Barn that people can see, similar to the one at the Meeting House

**New Business**

* Discussion on Road Commissioner/Road Crew report in Town Report
* Kord gave brief on  observations he made when he started as Road Commissioner, long list, not things to attack at once, wants rest of Select Board to review and discuss among themselves and then discuss at Select Board meeting.
* Erin - new tax collector – delinquent tax
* Maureen read a letter sent regarding an abandoned property on 121
* Need copy of letter from owner as to why abandoning property – owner wants back taxes lifted –
* Email sent to Kord from Erin – asking Select Board to look it over
* Peter recalls Select Board said to let taxes go
* Requested to check Minutes from when this was discussed at the Select Board Meeting and approved in 2014
* Claudia will research this
* Need to know process for abandoning property – will check with attorney.

**Set schedule for Select Board/Road Crew meetings**

* Kord monthly or quarterly meetings
* Bob mentioned monthly – Maureen and Kord agreed
* Will be held the Tuesday following the 2nd monthly Select Board Meeting at 8:30 a.m. at Town Office

**Fuel spill at garage:**

* Maureen recapped the situation for those who are not aware
* Diesel Hose was left unattended when Kord walked over to Town Garage to discuss a Garage issue that involved public safety – hose did not shut off automatically
* 12 yards of contaminated soil from spill, no idea of actual spill amount. Claim has not been filed by the school board yet
* Maureen – no – went to school board meeting today and school wants all info before filing with their insurance company – estimate in $4 - $5,000 range without fine and there may be a fine – from Agency of Natural Resources. However the agency is aware that the  town received misinformation which has impacted reporting
* Question asked as to why the incident was not reported right away
* Kord responded that this was his error and he takes full responsibility for not reporting incident
* Had two first responders when spill happened, they put sand on it to contain it – Kord was confident that responders knew what they were doing
* Kord knew that if volume is above a certain amount needs to be reported, was told this was not of that volume.  Has been educated since regarding amounts - all spills need to be reported.
* Not proper to put sand on it, there should be spill system in place. Written standards need to be signed off on. Learning experience
* Discussion then revolved around insurance coverage and “liability”
* The school’s liability due to fact Kord was driving the bus at the time for the school
* The Town’s liability due to the fact that Kord was discussing Town business with Garage Crew as Road Commissioner when he left the bus while it was filling
* Recommendation came in to file a claim
* Clain was filed a week ago Sunday for Town
* Maureen reached out to town Attorney however is on vacation and awaiting response
* Question asked if there is a log system of who is pumping and how much?
* Peter responded that there is, the driver keeps a log of gallons utilized each month
* Bill is then sent monthly to school for reimbursement check to be sent to Town

**Address Carroll Concrete overweight permit**.

* Word that they are awaiting a response since last meeting
* Kord gave the response to Mike – other overweight issues were also discussed
* Threshold Kord said was 80,000lbs which came from VTRANS – 24,000lb limit is on class 2, 3, or 4 road – max
* Gross weight is 80,000 unless applied for overweight permit.
* We can establish restrictions on certain roads – but need to go through process/posting
* It needs to be put on the agenda if determination to post is to made
* There is appeal process for truck drivers if application is denied
* Kord commented that each year they receive renewal forms when we need to report road classifications.
* Discussion around posting and the process – need to make decision re: what roads 24,000..
* Maureen would like to see most as 24,000 which would eliminate most of the large trailers.
* If locals have vehicles over 24,000lbs they would need to get an overweight permit
* Town would not be restricting others outside of locals however they would also need to obtain an overweight permit
* Discussion around enforcement
* Town does not have anyone enforcing – once posted properly the Town can call DMV to come in to enforce
* Kord made a motion that he is signs - approved
* Mike announced the permits are in office and Kord can review and sign so nothing falls through the cracks
* Maureen moved to allow Kord to sign off on overweight permits so they can be processed in a timely manner.
* Approved to process as they come in on regular basis instead waiting for meeting every two weeks.
* Kord gave Maureen form to sign outlining classification of roads and mileage of each in Windham. 32,346 miles – 2.78 Class 4 not included in other figure -

**SB Clerk job description - review and discuss** and**decide what job to discuss is next up:**

* Tabled due to time restraints and will be discussed at another Meeting

**Vacant Positions:**

* Building Safety Officer
* Discussion around what the Building Safety Officer position entails
* Maureen obtained a description from the VLTC, however not certain if it applies to our open position
* A job description needs to be drafted
* Representative to Senior Solutions
* Group that supports VT seniors to live independently
* Maureen asked an individual who works with Meals on Wheels if she was interested in the position
* Discussion then revolved around what impact Neighborhood Connections has in Windham
* Is there a need for a Senior Representative if Neighborhood Connections covers Windham
* Gina was last rep and when she left she didn’t feel Windham needed a Senior Rep
* Neighborhood Connections is sufficient – delete position

**Health Advocate for Road Crew**

* Maureen took part in a webinar
* There is an 800 number available for crew to utilize when needed to ask medical based questions
* Service is available to those who have insurance, and their entire families
* Maureen passed information to employees

**Restricting the use of roads during mud season**

* Guide lines printed by the VLTC
* To be discussed at future Meeting

**Old business**

* Conclusion of Glatz dog bite issue
* Incident from last year, dog was to be confined when owner not present at home
* Maureen checked with individual and she has moved and re-homed the dog.  Issue closed

**Town garage dumpster – bigger?**

* Former dumpster had been exchanged for a smaller dumpster a short while ago, is proving to not be sufficient enough– can we get larger one back –
* Pete ran through history – with personal trash being put in town dumpster – led to smaller  dumpster suggestion being approved by Select Board – Pete ordered smaller dumpster
* Road crew not happy as they thought it was a perk
* Select Board needs to state policy with Road Crew regarding using of dumpster for their personal garbage policy was handed down from Rodney
* Pete not aware of why they need a larger dumpster – last time he looked the dumpster was locked and full  after the diesel spill
* $18 differential between monthly costs of small to large dumpster

**Correspondence/Payroll/Bills:**

Select Board reviewed correspondence

Next regular meeting: Monday, April 16;

**Executive session - 8:40 pm**

* Kord moved that we accept Jon Gordon's resignation per his letter of April 1, 2018.   
  All voted in favor.
* Kord will post the position on the Better Back Roads list serve and the sandwich board at the Town Office.
* Maureen will update the current job description; check newspaper rates with The Chester Telegraph and post ads there and on the bulletin boards in town used for notices.
* Will give Josh copies of blank job applications.
* Maureen moved that we adjourn the meeting at 9:22.   
  All voted in favor.