**Windham Select Board Meeting**

April 23, 2018

Windham Town Office

Present:

Bob Kehoe Selectman

Kord Scott Selectman

Maureen Bell Selectwoman/Chair

Claudia Voight Select Board Clerk

Peter Chamberlain Treasurer

Vance Bell Webmaster

Louise Johnson

Imme Maurath

Louise Johnson

Tom Johnson

Russell Cumming

Joyce Cumming

John Hoover

Sally Hoover

Bill Dunkel

Marcia Clinton

Call to Order by Maureen at 6:30 p.m.

**Additions to Agenda/Announcements/Reminders**

* Road Crew Meeting scheduled for April 24th at 8:30 at Town Office
* Local Emergency Plan forms presented by Imme – copy attached
  + Select Board signature required
    - Maureen signed
    - Signed copy sent to Windham Regional
  + Member needs to take course
    - Maureen stated she took course few years ago which is still good
  + Information Forms contain:
    - Contact info
    - Emergency Steps
    - Response and Recovery Guidelines
    - Planning Tasks
    - Road Map – Town of Windham, VT
    - Appendix
* Green Lantern Letter presented by Bill Dunkel
  + Added to New Business

**6:35: Approve Final Minutes from 3/28 and 4/2 Meetings**

* Maureen moved to approve both Minutes
  + All in favor – yes

**6:40: Public Comments**

* Letters presented regarding Fuel Spill/Billing and Grievance about Road Crew re: excessive salting/sanding – copies attached
  + Presented by JoJo
  + Read aloud by Maureen

**6:50: New Business**

* New Zoning Regulations by Planning Commission
  + Discuss date for public hearing
  + VLTC procedures previously sent to Select Board
    - State guidelines given to Select Board regarding Meeting Notices and Scheduling
    - Hearing needs to be scheduled between 15 – 120 days
  + Date agreed set for May 14th at 6:30 p.m. at Town Office
  + Discussion re: inviting Town Attorney
    - Agreed not to 1st Meeting
    - If controversy arises at Meeting – will invite Attorney to follow up Meeting
* Emergency Management
  + Letter presented to Board from Marcia Clinton and Imme Maurath - attached
    - Maureen read letter that was presented
      * Concern revolving 911 service during power outages
        + Kord to follow up on this
      * Resident Emergency Forms
        + Many residents still need to complete forms
        + Notification went into News & Notes
      * Identify/find Shelter locations for overnight accommodations in Emergency
        + Town Office not able due to insurance coverage
        + Include residents willing to provide Shelter in their homes who have generators
        + File to be kept in Town Office for reference if Emergency situation
* Select Board Clerk Job Description
  + Copy of Job Description previously sent to Select Board for review
    - Bob suggested Minutes should be less detailed and bulleted
      * Agreed
    - Discussion about adding a To Do list
      * List to contain items designated to Members that are outstanding as reminder
      * Agreed
  + Claudia to edit Job Description accordingly
* Road Crew person Job Description
  + Kord made motion to adopt Job Description
    - Motion passed
    - Copies made for file
* Green Lantern Letter
  + Presented by Bill Dunkel
    - Project moving forward
    - Site needs to be designated as Preferred site by Planning commission & Select Board or Project cannot proceed
      * Kord motioned to sign and approve designating it as a Preferred Site with conditions that it is based on approval of Planning Commission
        + Motion approved

**7:40: Old Business**

* Fuel Spill Update
  + Claims have been submitted to Town and School Insurance Companies
  + Bill for damage received
    - Higher estimate received - $6,600 – sent to Carolyn
    - Maureen asked for review for accuracy due to estimate received being higher
    - Concern regarding Town having to pay for damage
      * Town would be reimbursed
* Abandoned property
  + Claudia presented copies of past Select Board Minutes referencing approval of Select Board to abate/cancel taxes
    - Kord mentioned to reach out to Robert Fisher in regards to abandoned properties/taxes
      * How handled by Select Board will set precedent for future cases
        + Agreed
* Vacant Position
  + What would the Job Description for a Building Safety Officer be?
    - Not certain if position needed in Town however concerns revolve around a few items
      * Access during emergency
      * Should have 2 ways to get out of building
      * Hand railings for elderly
      * Adequate smoke/carbon monoxide detectors
    - Suggestion to put awareness notification in News & Notes
      * Offer homeowners ability to have inspection done
        + Can reach out to Town if help needed with particular items
    - Kord suggested adding this to agenda for next meeting to discuss in more depth how this can be addressed
      * Bob suggested that Select Board should be acting as safety office on a case by case basis
    - Russ asked if Town Office has a Knox Box in case of emergency and Mike is not in office
      * This would enable access to Office, School or Church
      * Select Board will take it up with WCO
* Road Crew Budget
  + Maureen received – copy attached
    - Updated Monthly

**7:50: Correspondence/Payroll/Bills**

* Select Board reviewed letters and all correspondence

**8:00: Meeting Adjourned**