**Windham Select Board**

Regular Meeting

Monday, March 19th, 2018

Windham Town Office

Present:

 Maureen Bell Selectwoman

 Kord Scott Selectman

 Robert Kehoe Selectman

 Claudia Voight Select Board Clerk

 Peter Chamberlain Treasurer

 Vance Bell

 Sally Hoover

 John Hoover

 Bill Dunkel

 Louise Johnson

 Tom Johnson

Prior to Meeting being called to order there was discussion to elect new Select Board Chair and Vice-Chair.

* Robert Kehoe made motion to elect Maureen into the Select Board position
	+ All in favor – yes
	+ Maureen Bell voted in as Select Board Chair
* Maureen made motion for Kord to be Vice-Chair
	+ Kord Scott voted in as Select Board Vice-Chair
	+ All in favor – yes

**Meeting was called to order by Kord at 6:40 p.m.**

**6:40 Review and adopt Selectboard Rules of Procedure and Conflict of Interest Policy for new session**

* The Selectboard Rules of Procedure and Conflict of Interest Policy were reviewed.
	+ No changes from last year other than names
	+ Robert made motion to accept as written
	+ All in favor – yes

**6:50 Additions to Agenda**

* Kord commented on the executive session at end of meeting, need to be more specific in our motions
* Maureen forgot to put an event on calendar – the Select Board members will be attending a VLTC Workshop the weekend of 3/24
* Maureen also received an email in regards to a Health Advocate meeting on Tuesday and she will be attending
* An email was received from a Town resident thanking the Road Crew for their assistance during the storm when she was having an emergency and an ambulance needed to be called
* VLCT Human Resource webinar was cancelled and Maureen will be taking this when it is rescheduled

**6:50: Approve minutes from March 5 regular Selectboard Meeting**

* Approved with correction

March 12 Emergency Selectboard Meeting minutes

* Accepted as written

March 6 Town Meeting minutes

* Maureen stated that there are corrections and she will be forwarding to Claudia

**6:55 Make new/re-appointments for Town positions**

* Road Commissioner (Kord Scott)
	+ Maureen moved to re-appoint Kord as Road Commissioner
	+ Kord mentioned that the Road Crew appreciated the fact that the Select Board supports them
	+ Bob stated that he is aware that the Road Crew feels good with Kord in the position
	+ Kord re-appointed as Road Commissioner
* Planning Commission (Vance Bell)
	+ Maureen mentioned Vance would like to be reappointed and read a letter from the Head of the Planning Commission and Energy Committee thanking Vance for his hard work
	+ Vance re-appointed into Planning Commission
* Representatives (2) to Windham Regional Commission (Carolyn Partridge & Bill Dunkel)
	+ Maureen moved to reappoint both
	+ Carolyn Partridge & Bill Dunkel re-appointed as Representatives
* Dog Counter (Ellen McDuffie)
	+ Maureen stated that Ellen is still interested in position
	+ Ellen McDuffie re-appointed as Dog Counter
* Tree Warden (Walter Woodruff)
	+ Maureen has put call into Walter but has not herd back as of Meeting
	+ Mary Boyer said Walter enjoys the position
	+ Walter Woodruff re-appointed as Tree Warden
* Town Service Officer
	+ Sally Hoover volunteered to take position
	+ Sally Hoover appointed as Town Service Officer
* Building Safety Officer
	+ No nominees
	+ Maureen suggested we post a listing of open positions in News and Notes with descriptions
* Representative to Senior Solutions
	+ No nominees
	+ Will be listed in open positions in News & Notes
* Select Board Clerk (Claudia Voight)
	+ Maureen nominated to re-appoint Claudia
	+ Claudia Voight re-appointed as Select Board Clerk
* Town of Windham Emergency Management Coordinator (Imme Maurath)
	+ Imme Maurath is interested in continuing as Emergency Management Coordinator
	+ Maureen nominated to re-appoint Imme Maurath
	+ Imme Maurath re-appointed as Emergency Management Coordinator
* Radio Amateur Civil Emergency Service Operator
	+ No nominees
	+ Maureen has spoken to Tam Bronson who is experienced and is interested
	+ Kord had spoken to school principle in regards with mentoring with the school, principle is supportive, however the Select Board would need a procedure to make happen. Kord has reached out to State Emergency Office for information, they are supportive
	+ Maureen has spoken to Tam Bronson who is experienced and is interested and would mentor with school
	+ Discussion around license – does Town have license for radio – Mike McClaine doesn’t know where that stands – Mike will reach out to Tam
	+ Appointment held off on nomination until hear back from Tam
* Energy Coordinator (Bill Dunkel)
	+ Bill Dunkel is interested in the position
	+ Bill Dunkel appointed as Energy Coordinator
* Citizens Advisory Committee (Three - 3-year terms and One - 2-year representing the remainder of Jerry Dyke’s term)
	+ Nominees for positions: Bonnie Chase, Michael Simonds, Sally Hoover and Dave Cherry
	+ Three of the positions held by Bonnie Chaise, Michael Simonds and Sally Hoover are at the end of three year term.
	+ Maureen read a letter presented by Marsha Clinton, Chair of the Citizens Advisory Committee in regards to the three positions retiring, all three are interested in being re-appointed
	+ Maureen motioned to re-appoint all three as well as David Cherry who will be replacing Jerry for a two year term.
	+ Re-assignments and appointment approved
* Green-up Coordinator (Mia Clark)
	+ Mia Clark confirmed interest in the position
	+ Maureen nominated, all approved
	+ Mia Clark appointed as Green-up Coordinator
* Conservation Commission (2) (Alison Trowbridge & Barbara Davis)
	+ Both are interested and Hal Wilkins will also be interested in joining Commission
	+ Maureen read a letter from Hal stating his interest
	+ With Alison and Barbara there are 7 members and Commission can have up to 9
	+ Hal is nominated
	+ Alison and Barbara re-appointed and Hal’s nomination approved
	+ Vance Bell asked the length of the term – Maureen stated it is 4 years
* Energy Committee (Two 3-year terms and one 1-year term to fill Buddy’s vacant seat (Vance Bell, Cathy Stover & 1 more)
	+ Vance wants to stay
	+ Cathy needs time to commit as she has some issues she is working through
	+ Select Board decided to hold off on Cathy for a short period to give her time to decide as she would like to stay if possible
	+ Buddy’s seat – committee not at critical point to replace – can keep vacant
	+ Maureen made motion to reappoint Vance
	+ Vance Bell re-appointed to Energy Committee

**8:00 Public Comment** – limit of 3 minutes/comment, if topic is not on tonight’s agenda

* Peter Chamberlain
	+ As tax payer and being in the Treasurer position – observation on his road, knows there is a lot of snow, sanded frequently, 2 x a day at times – he looked at how much sand has been used this year – almost 2,367 yards in two months – 30 miles of road – 80 yards a mile of sand – concerns about mud season – what is sand made up of – concern about complaints from towns people – use of sand compounds problem
	+ They are already $4,000 over budget– budgeted 30,000 have spent 34,000+
	+ Kord asked where are things on salt? No one knew, crew said they don’t have enough salt and having issues receiving. How much was pre-ordered and received? Did we hit the max by our contract
	+ Pete commented that we are under budget with salt so most likely we didn’t use up our max yet.
	+ Bob Kehoe commented on a personal business basis, he has had difficulty getting salt from the state, the state gets the allotments first then the towns. Bob agrees that we have probably been using too much – doesn’t really know reason. Kord commented that he knows we are using more sand as we don’t have enough salt. They do mix salt with sand and question about how effective that is.
* Bill Dunkel
	+ Last Wednesday about 30 kids at Leland Grey walked out in solidarity for Florida students – he felt it was appropriate – this Saturday the 24th there will be marches all over the country – one in Montpelier to deal with the situation. Starts at noon.
	+ Bob asked if anyone has read Bills article in Chester Telegraph, very good article.
* Vance Bell
	+ Zoning regulations has a lot to do with Fema and flood regulations – need to assign a Flood Plan Administrator – once the Orders/Regulations are signed – needs to be in place – will add position to list of open positions in News/Notes – Vance said Hal Wilkins will be great in position.
	+ Maureen motioned for Bob to sign orders
	+ Motion approved

**8:10 New Business**

* Bill Dunkel – Report on WRC Energy Plan hearings
	+ WRC is writing update on Plan
	+ Bill has been through hearings and got letters in support of wind- public at hearings were skeptical – they modified the plan for Windham – now restricted – Bill went to meeting on 2/28 – it’s not clear if draft plan for Windham will be modified
	+ Two meetings one at Townsend Town Hall on 4/9 and 4/12 at Westminster public library at 6:30 – Bill thinks the Windham executive committee will go to meetings and see what transpires. – Plan is in flux and – encourages public to go to meetings to see what the changes are and if they are detrimental to Windham.
* Kord wants to discuss the following:

1) What are the Select Board member’s expectations and feelings about having additional meetings

* Kord commented that we recently had an emergency meeting and everyone made themselves available – Bob is all for weekly meetings – every Monday – 6:30 to 8:30 pm. Maureen commented that there are many time periods during the year when we don’t need as many meetings. Bob responded that we can stick with bi-weekly and then have additional meetings when necessary. Kord – agreed.

2) What is the maximum length of time we should plan to spend at a meeting?

* Maureen asked for clarification, Bob responded that a 3 hour meeting should be maximum and to table what can’t be solved – most meetings have gone to about 8 or 8:30
* Kord feels new Select Board team could get into lengthy discussions which would extend meeting time so need to be more specific and to the point if they want to keep meetings within a certain time period

3) Future agenda items ideas

* General discussion of what Select Board members may on their minds & how/when to submit so that they make it on the Agenda
* Kord has a list of items he would like to see on the agenda, Bob commented that they should work on Kords list
* Kord commented that there should be a deadline for submitting items for the Agenda; 48 hrs in advance normally the rule. Friday evening would be deadline.
* Maureen commented that she could put out email on Thursday as warning.
* Maureen also commented that if anyone wants to receive agenda they need to sign up now. Notice will be put in News and Notes.

4) What are the Select Board members feelings about delegating responsibilities to one or more Select Board members?   (For example, building maintenance, committee development and supervision, etc.)

* This is mentioned in the ROP and Kord has some additional feedback from the VLCT on this that he will forward or have for the meeting.
* Maureen commented that with the exception of Road Commissioner items, she likes if we work as a unit – items mentioned are not time consuming
* Kord went on to discuss his feelings and how by delegating responsibilities that will help streamline processes.
* Maureen read letter state regarding this subject that outlines processes.

5) Do we have any issues that may have come up at Town Meeting that we need to address or respond to?

* Kord responded in regards to Ernie and issue with Meeting House budget
* Peter commented in response to email from Sarah Jarvis, he feels there is misconception as to who is responsible for what is put into the Town Report. Discussion revolved around what is Select Board responsibility and what is not; Maureen feels they need to be proactive about it.
* Discussion went on around forming committee to review Town Report prior to it goes to print. Sally Hoover said they have to wait for reports and they don’t all come in at same time – they do corrections on some items.
* Peter Chamberlain commented that it’s not Sally’s responsibility – it’s the Select Boards responsibility to decide to compile information – there needs clarification on this
* What needs to be in Town Report and what does not need to be in there – Kord responded that does need to be determined
* Mike brought forth issue about Church and Town buying the Church for $1 if Church decided to have town take over building… follow up issue that needs attention.
* Maureen suggested the Auditors be invited to Select Board meeting so discussion can take place on what should go into Report and not
* Peter just gave cautionary item – if making suggestions to Auditors, they are elected officials and they don’t have to listen to requests.

6) What are the Select Board member’s feelings about regular group meetings with the Road Crew and performance evaluations?

* Maureen commented that they have established they are willing to meet with them – should do quarterly meetings – at end of each season – will give option to discuss season ending and heading into. Performance evaluations are separate issues, no one is against them.

**8:30 Old business**

* Energy Committee – Select Board to discuss signing the Green Lantern Option to Lease document
	+ Maureen commented that they need to decide whether they are going to sign or not sign
	+ Kord didn’t hear any objections at meeting
	+ Bob commented that it meets the expectation of the Town Plan, he is in favor of it
	+ Kord stated that if things go south they can get out of it, so they need to sign so things can move forward.
	+ Bill mentioned that an Option to Lease needs to be signed, they can cancel if needed
	+ Maureen questioned what is in red type in contract, it’s Bob Fishers comments
	+ A clean copy can be obtained with date changed to 2018 per request from Maureen and all three Select Board names as signees; Bill commented he will get it done
	+ Kord made motion to sign a clean copy
	+ Approved

**8:40 Correspondence/Payroll/Bill**

* SB signed correspondence and reviewed payroll

Meeting adjourned at 8:45 p.m.

* **Select Board went into Executive Session**
* Kord made a motion that the Select Board agree to give Jonathan Gordon approximately two weeks of discretionary unpaid leave, beginning as of his last day of work on March 13, 2018 and ending as of Friday, March 30, 2018
* Approved
* Kord made a motion to adjourn Executive Session at 9:13
* Approved