Windham VT Selectboard Meeting Minutes

September 17, 2018 Regular Meeting

Present:

Maureen Bell, Selectboard Chair Kord Scott, Selectman

Bob Kehoe, Selectman Peter Chamberlain, Treasurer

Kathy Scott, Asst. Treasurer Mike McLaine, Town Clerk

Russ Cumming, Lister Joyce Cumming, Acting Selectboard Clerk

Dan Diaz, Road Crew Dennis Fahey

Keith Jungermann Kathy Jungermann, Auditor

Mary Boyer Louise Johnson

Tom Johnson, Planning Commissioner Bill Dunkel, Planning Commissioner

Sally Hoover, Auditor John Hoover, Library Trustee, Justice of the Peace

Richard Paré, Road Commissioner

Maureen called the meeting to order at 6:30 p.m. and announced that the public hearing of the Windham Enhanced Energy Plan will be held at the October 1 Selectboard meeting. Maureen solicited additional announcements from those present.

* Mary Boyer announced a hearing by the State Board of Education to be held on Wednesday, September 19, 2018 at Green Mountain High School in Chester. This hearing will allow districts such as Windham which did not achieve a voluntary merger to give testimony as to why it should not be merged into other districts. Windham will be represented by Carolyn Partridge, State Legislator, and Mickey Parker-Jennings, Windham Elementary School Principal, who will give testimony against the merger. Each town is allotted 20 minutes for testimony. Windham is scheduled for 10:50 a.m. to 11:10 a.m.
* Kathy Scott announced a hearing scheduled for October 18, 2018 in Montpelier to challenge the constitutionality of Act 46.
* Bill Dunkel announced that the Energy Committee will participate in the “Button Up Vermont” program in lieu of an Energy Fair. The kick-off is tentatively scheduled for October 29, 2018 and will include representatives from Efficiency VT who will sign-up any residents interested in a free energy audit. Residents may need to provide some information about current energy usage to a contractor who will conduct a walk-through of the residence and suggest possible energy saving measures. There is no obligation for residents to implement the contractor’s suggestions. Efficiency VT will help advertise program and a prior event is planned at the West Townshend Farmers Market (date to be determined). The free energy audit does not include blower-door testing.
* Maureen read aloud the People’s United Bank Commercial Card Resolution Form for the municipality of Windham and signed the officer’s certificate re: business card or corporate card agreement authorization. This form authorizes Peter S. Chamberlain, Treasurer, on behalf of the Town of Windham, to submit applications requesting People’s United Bank to issue and/or revoke credit cards to authorized employees or elected officials for use only in connection with the business of the Town of Windham.
* A Board of Abatement hearing is scheduled for 6 p.m. on September 18, 2018.
* The next Road Crew meeting is scheduled for 8:30 a.m. on September 18, 2018 at the Town office.

Approval of Final Minutes:

* Maureen moved that minutes of the August 20, 2018 Regular Selectboard Meeting be approved as corrected and resubmitted (draft 3). All in favor.
* Maureen moved that the minutes of the September 4, 2018 Regular Selectboard Meeting be approved as corrected (draft 2). All in favor.
* Kord moved that the minutes of the September 11, 2018 Special Selectboard/Site Meeting be approved as presented. All in favor.

Public Comment: Maureen solicited comments from the public. No comments were made.

New Business:

# Winter Roads Policy – The Windham Roads Policy (adopted 10-17-16), and the Town of Winhall’s Winter Roads Policy were distributed prior to the meeting for review. Maureen asked for input from Selectboard members re: whether to re-adopt the existing policy or revise it. Kord suggested that the Selectboard share the policies with Richard and Dan and solicit their input before proceeding. Maureen and Bob agreed and will include this topic for discussion at a meeting of the Road Crew.

Kathy Scott’s Phone Call from VSP – Kathy S. reported that the Vermont State Police have charged a suspect in the burglaries of the Windham Elementary School and Windham Town Offices that took place in September and October 2015. These incidents were among more than three dozen crimes perpetrated by the suspect between 2015 and 2017. Victims of the burglaries who wish to speak with the VSP or anyone who has additional information is asked to contact the Vermont State Police. Compensation for damages and stolen property will be sought. Kord commented that the damage to the Town Offices during the attempted break-in was not sufficient to warrant repair of a door.

Maureen reported an attempted burglary at a Timber Ridge home on Sunday, September 16, 2018.

Highway Ordinance/35 MPH Discussion – Maureen did not find the ordinance in the file but will continue looking. Kord commented that active enforcement of the speed limit by the sheriff is more practical and effective than posted speed limit signs alone. Town revenue received from civil fines to date (January to July) covers the cost of enforcement for the entire year. Discussion followed on reducing the speed limit on Windham Hill Road from 40 MPH to 35 MPH to keep it consistent with the posted 35 MPH limit on Windham Hill Road in West Townshend. Dennis Fahey commented on vehicles speeding and passing on Windham Hill Road in the area of his residence. After further discussion, Kord suggested establishing a speed limit of 25 MPH on Windham Hill Rd. from South Windham to the school zone and continuing through the curve at the Chlebogiannis residence. The remaining paved portion of Windham Hill Road to Lawrence Four Corners as well as Rt. 121 could be posted at 35 MPH. Kord will distribute a guide on setting speed limits. Brief discussion was held with regard to whether a traffic study was necessary. Kord will discuss the matter in full with Attorney Fisher.

Maureen mentioned correspondence received from an Abbot Road resident against overabundant use of signs. Discussion followed on the need for Yield sign(s) at the intersection of Abbot Road and Woodburn Road to determine who has right of way. Kord will look into this. Kathy Scott suggested No Passing signs for the area near the Fahey residence on Windham Hill Road.

Dan asked whether Windham has or should have a parking ordinance; Maureen referred to the section of the Windham Winter Road policy that cautions all residents to keep the turn-around areas clear of vehicles and park only in driveways away from where snow will be thrown by plows. Discussion followed on parking restrictions outlined in a 1994 ordinance and whether still in effect.

Bill commented on the need to notify drivers who may be passing through or visiting Windham of the speed limits on unpaved roads vs. the unsightliness of overabundant traffic signs.

The Selectboard will continue working on these issues and include in subsequent SB meeting agendas.

Open Road Crew position – The Selectboard felt Richard would be more knowledgeable and effective than the Selectboard in the role of Road Commissioner; hence it appointed Richard as Road Commissioner in late August 2018. Subsequently, Josh resigned from his position as Road Foreman, creating a vacancy in the road crew. In determining whether to hire a road foreman or another road crew member (road crew at present is Dan), Maureen had solicited ideas from the SB members, road crew and commissioner, and received feedback from Richard who felt that the vacancy would be easier to fill with an experienced road crew member than a road foreman. Maureen commented on the need to follow past practice in posting the vacancy and will use the same or similar ad as before with change in closing date. Kathy Scott inquired about whether all applicants would be accorded an interview. Kord suggested making courtesy calls to those applicants who applied previously to inform them of the ad to run in the Chester Telegraph. The ad will allow a two-week application period to be extended if necessary. Vacancy will also be posted on a sign at the Town Office.

2019 Budget Discussion – Treasurer and Public Safety Departments

Treasurer’s Dept. – Peter presented the proposed 2019 budget for the Treasurer’s Department. No monies were proposed for Computer Programs/NEMRC software for 2019. This line item beginning with the 2020 budget will be determined by the next Treasurer. Amounts proposed for most other line items within this department were as requested for 2018 with the exception of two items: Delinquent Tax Collector (payroll) will be moved to a new department budget; and seminars/workshops funding was increased to allow for training for the new Treasurer. Discussion followed on the pay for the Delinquent Tax Collector and whether it should be an hourly rate or calculated as a percentage of the penalty taxes collected. Mike noted that the Town voted to approve a change in compensating the Delinquent Tax Collector from percentage to hourly rate at Town Meeting in 2004 and an article would need to be included to change it to a percentage at next year’s Town meeting. Total 2019 proposed budget for this department is $34,824.

Public Safety – Peter presented the budget proposal including $5,000 for the County Sheriff which should be adjusted for 2019 to reflect change in contract to 10 hours per month; adjusted line item amount for 2019 is $6,200. Brief discussion followed re: duties under the jurisdiction of a Constable and whether a job description is needed, and the lack of candidates willing to serve as Animal Control Officer. Amounts proposed for most other line items within this department followed budget requests for 2018 with the exception of education/seminars and mileage for Emergency Management which were deleted. The logic behind the change was that education/seminars are available at no cost, and that mileage reimbursement requests are not submitted. After brief discussion, it was decided that $150 for mileage should be reinstated in the budget for 2019. Total 2019 proposed budget for this department is $47,640 (revised amount).

Budget discussion for 2019 will continue; the Selectboard and Auditors’ budgets will be next.

Old Business:

PACIF Update for garage repairs/maintenance – Bob reviewed the updated list and reported 5 items yet to complete, 2 or 3 of which may possibly be completed next week. Attendance at an upcoming seminar on Safety Standards will address one issue though a written policy still needs to be developed. Dan will look into whether neighboring towns have a written policy we might be able to use as a template in developing our own. Another item involved purchase of a ladder with sticker rating weight capacity. Dan asked whether he could proceed with purchase of a ladder and ordering signs as discussed at the special/site meeting at the Dutton property on September 11, 2018. Bob suggested holding off until the purchasing procedure is reviewed at the Road Crew Meeting.

Discussion followed on the need to track budget transfers when funds are allocated for one purpose and then disbursed for another based on need, i.e., back-up camera-OSHA related incident, and broken springs on truck cited in PACIF loss-control report. Maureen suggested going back to identify PACIF related repairs done to date and which account(s) were used to pay for repairs. Discussion followed on funds allocated for culverts but work has not been done. Only one bid has been received to date (Eastman). Two additional bids were expected (Chaves and M&M).

Executive Session (personnel issues)

Maureen moved to enter Executive Session to discuss a personnel issue at 8:08 p.m. and invite Richard. All in favor. Bob moved to come out of Executive Session at 8:26 p.m. All in favor.

Kord moved that the Selectboard re-establish Ralph Wyman as a temporary employee for approximately the next 6 weeks. He will help train Dan, grade roads and perform other duties as assigned by the Road Commissioner and/or Selectboard. All in favor.

At 8:33 p.m. Maureen moved to re-enter into Executive Session to discuss another personnel issue and invite Claudia. All in favor. At 8:57 p.m. Bob moved to come out of Executive Session. All in favor.

Maureen moved that Claudia receive training/assistance to better perform her duties as Selectboard Clerk. All in favor.

## Correspondence/Payroll/Bills were reviewed and completed.

## Kord moved to adjourn the meeting at 9:05 p.m. All in favor.

## Respectfully submitted,

## Joyce Cumming

## Acting Selectboard Clerk

## Attachments: People’s United Bank Officer’s Certificate

##  Minutes of September 11, 2018 Special/Site Meeting

 Proposed 2019 Budget for Treasurer’s Department

 Proposed 2019 Budget for Public Safety Department