

**Ernest K Friedli
631 Burbee Pond Rd
Windham, Vermont 05359**

March 31, 2019

Windham Board of Selectmen

Reference: 2018 Town Report

I was not at the Town meeting but did review the Town report.

Upon spending considerable time with it, I am here to ask "Who is responsible for the Town Report as to its current form, inclusions, lack of adequate information and errors? Who is the financial officer?"

Over the past years, the report is read by few and sadly I find that I find that the report is not understood by those I question.

Examples:

This year the Cash Flow report was again absent. Since this town, unlike most others, has a fiscal year beginning Jan 1, ending Dec 31, it operates the first two months without an approved budget. Approved in March, those taxes are not due until November 1. One might wonder how the town does not need to borrow funds. The cash flow report shows the abundance of cash that negated that need. Where did that come from? Unassigned funds are listed at \$788,956 for yr-end 2017 and \$501, 944 for 2018. "Why is there so much and where did it come from? Why is it not used to lower the municipal taxes?" was always raised by members of the town.

Income +/- expenses should be the difference in the tax year end bank account. The 2017 Town Report, Pgs.' 16&17 (error in Table of contents, look at Pgs.' 18 & 19) indicates an \$849,473 plus balance. There is no listing of bank accounts nor cash flow to conclude the final balance of this income.

The report from the delinquent tax collector in 2017, Pgs.' 33 and 34, incorrectly reprinted the same statistics on both pages eliminating any sense to the follow-on information. The 2018 Town report has reduced the amount of information as to the number of property owners as compared to the number of parcels, and eliminated the historical trend of former years reflecting the increase or decrease of the delinquency rate.

This is only a few of the concerns I have for a truly transparent Town Report.

I need to enclose another observation. There was a philosophy in the reporting process that is best observed in a Town Report which simply explained and reconciled all of the incomes and expenses of the town. A detailed report of each of them was included. A copy of that is attached.

The computer program selected to computerize the towns financial funds was selected from several due to its ability to provide most of the financial reports without having to retype the data for the town Report. This procedure has been discontinued. Thus, errors and omissions can be introduced.

The roads reports have been revised to only report expenditures. The receipt of state funds and the approved town vote and carry overs are no longer visible. The equipment fund which had a purpose was removed at some point.

This concern only addresses a few of the errors and omissions that have entered into the Town report. At one time, the Town received recognition from the VLCT for its quality and clarity.

Respectfully,

A handwritten signature in black ink, appearing to be "Eric S. [unclear]".

**NIMS Adoption Document for
Windham, Vermont**

DESIGNATION OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AS
THE BASIS FOR ALL INCIDENT MANAGEMENT IN WINDHAM, VT

WHEREAS, Homeland Security Directive (HSPD)-5 directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS) to provide a consistent nationwide approach for federal, state, local, and tribal governments to work together to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, Presidential Policy Directive (PPD)-8 describes the approach to national preparedness, including the National Preparedness System, as the instrument the nation will employ to build, sustain, and deliver core capabilities; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources improve Windham's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command System components of NIMS are integral to various incident management activities, including emergency management training programs.

NOW, THEREFORE, I, Maureen Bell, of the Windham Select Board, by the virtue of the authority vested in me by the Constitution and Laws of the town of Windham, do hereby establish the National Incident Management System (NIMS) as Windham's standard for incident management.

GIVEN under my hand and the Privy Seal of Windham
this 1st day of April in the year Two Thousand and 19.

BY Maureen Bell

Maureen Bell

Local Emergency Management Plan

1. Emergency Management (EM) planners

These are the people who wrote and/or maintain this plan.

| | |
|------------------|--|
| Imme Maurath | |
| Kathy Jungermann | |
| | |

2. Municipal Emergency Operations Center (EOC)

The EOC is an organization that coordinates information, support, and response across the municipality for Incident Commanders and town officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.

Who, by position, can activate the EOC?

Preferred EOC Positions and Duties

| | |
|-----------------|---|
| EOC Director | Supervises and directs all EOC activities coordinating municipal support and response |
| EOC co-Director | |
| As above | Staffs phones and radio |
| As above | Tracks and answers any Requests For Information (RFI) |
| As above | Tracks and coordinates any Requests For Support (RFS) |
| Town Clerk | Produces and posts public information and press releases |

Potential EOC Staff Members

| Name | Notes / Contact Information |
|------------------|--|
| Imme Maurath | 802-875-8755 ism777oth@yahoo.com |
| Kathy Jungermann | 802-874-4606 bsgkj@myfairpoint.net |
| Maureen Bell | 802-875-1024 mbellselectboard@gmail.com |
| Mike McLaine | 802-875-1550 windham.town@gmail.com mptmclaine@hotmail.com |
| Ellen McDuffie | 802-874-8183 eflockwood@aol.com windham.town@gmail.com |

Primary EOC Location

| | |
|---------------------|--|
| Facility / Address: | Windham Town Office 5976 Windham Hill Road Windham, VT |
| Phone Numbers: | 802-874-4211 |
| Equipment/Notes: | Generator, bathroom facilities, water, cots, internet, land lines. |

Alternate EOC Location

| | |
|---------------------|--|
| Facility / Address: | Windham Elementary 5940 Windham Hill Road Windham, VT |
| Phone Numbers: | 802-874-4159 |
| Equipment/Notes: | Generator, bathroom facilities, kitchen, internet, land lines. |

3. Resources

Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.

| | |
|--|--|
| Purchasing agents for emergencies: Kathy Scott 802- 875-3725 windham.treasurer@gmail.net | |
|--|--|

| | |
|--|--|
| Emergency spending limits: \$200.00 | |
|--|--|

Businesses with Standing Municipal Contracts

| <i>Type of Contract</i> | <i>Name</i> | <i>Contact Info</i> |
|-------------------------|---------------------|---------------------|
| Propane | Keene Gas | 603-352-4134 |
| Electrician | Bob Kehoe/Sparky | 802-874-7028 |
| Power | Green Mtn. Power | 1-888-835-4672 |
| Sand/Gravel | Eastman Sand&Gravel | 802-875-2819 |
| Salt | Cargill | 802-874-7025 |

Other Local Resources

| <i>Type of Resources/Skills</i> | <i>Name</i> | <i>Contact Info</i> |
|--|--|--|
| Arborist | Asplundh | 603-529-1690 |
| Animal shelter | Windham Disaster Animal Response Team (VDART) | Joanne Bourbeau jbourbeau@humanesociety.org |
| Community resources/ emergency food and shelter | Agency of Human Services Emergency Programs | 211 802-652-4636 |

State support that is usually at no cost to the municipality:

- Vermont Hazardous Material (HAZMAT) Response Team (VHMRT)
- Vermont Urban Search and Rescue (USAR, VT-TF1)
- Vermont State Police and Special Teams
- Community Emergency Response Teams (CERTs)
- Swiftwater Rescue Teams
- Regional Shelter Support
- State government agency expertise / services
- Federal response agency expertise

State support the municipality will normally eventually have to pay for:

- Supplies and equipment (including sandbags)
- VTrans Equipment and Personnel
- Vermont National Guard Support

The State Emergency Operations Center (SEOC, 800-347-0488) will help coordinate any state support teams or other external resources that local responders may need.

| National Incident Management System (NIMS) Typed Resources* | | | | | | | | | | | | |
|--|-----|-----|-----|-----|-------|---|---|-----|-----|-----|-------|--|
| Type | I | II | III | IV | Other | Type | I | II | III | IV | Other | |
| Critical Incident Stress Management Team | | | | N/A | | Hydraulic Excavator, Large Mass Excavation | | | | N/A | | |
| Mobile Communications Center | | | | | | Hydraulic Excavator, Medium Mass Excavation | | | | | | |
| Mobile Communications Unit | | | N/A | N/A | | Hydraulic Excavator, Compact | | | | | | |
| All-Terrain Vehicles | N/A | N/A | N/A | N/A | | Road Sweeper | | | | 1 | | |
| Marine Vessels | N/A | N/A | N/A | N/A | | Snow Blower, Loader Mounted | | | | | | |
| Snowmobile | N/A | N/A | N/A | N/A | | Track Dozer | | | | | | |
| Public Safety Dive Team | | | | | | Track Loader | | | | | | |
| SWAT/Tactical Team | | | | | | Trailer, Equipment Tag-Trailer | | | | N/A | | |
| Firefighting Brush Patrol Engine | N/A | N/A | N/A | | | Trailer, Dump | | N/A | N/A | N/A | | |
| Fire Engine (Pumper) | 1 | | | | | Trailer, Small Equipment | | | N/A | N/A | | |
| Firefighting Crew Transport | | | | N/A | | Truck, On-Road Dump | | | | | | |
| Aerial Fire Truck | | | N/A | N/A | | Truck, Plow | 1 | 1 | 1 | | | |
| Foam Tender | | | N/A | N/A | | Truck, Sewer Flusher | | | | | | |
| Hand Crew | | | | | | Truck, Tractor Trailer | | | | N/A | | |
| HAZMAT Entry Team | | | | N/A | | Water Pumps, De-Watering | | | | | | |
| Engine Strike Team | | | | | | Water Pumps, Drinking Water Supply - Auxiliary Pump | | | | | | |
| Water Tender (Tanker) | 1 | | | N/A | | Water Pumps, Water Distribution | | | | | | |
| Fire Boat | | | | N/A | | Water Pumps, Wastewater | | | | | | |
| Aerial Lift - Articulating Boom | | | | | | Water Truck | | N/A | N/A | N/A | | |
| Aerial Lift - Self Propelled, Scissor, Rough Terrain | | | | | | Wheel Dozer | | | N/A | N/A | | |
| Aerial Lift - Telescopic Boom | | | | | | Wheel Loader Backhoe | | | | | | |
| Aerial Lift - Truck Mounted | | | | | | Wheel Loader, Large | | | | | | |
| Air Compressor | | | | | | Wheel Loader, Medium | | | | | | |
| Concrete Cutter/Multi-Processor for Hydraulic Excavator | | | | | | Wheel Loader, Small | | | | N/A | | |
| Electronic Boards, Arrow | | | | | | Wheel Loader, Skid Steer | | | | N/A | | |
| Electronic Boards, Variable Message Signs | | | | | | Wheel Loader, Telescopic Handler | | | | | | |
| Floodlights | | | | N/A | | Wood Chipper | 1 | N/A | N/A | N/A | | |
| Generator | | | | | | Wood Tub Grinder | | | | | | |
| Grader | 1 | | | N/A | | | | | | | | |

*Information about the NIMS Typed resources can be found at: <https://rtlt.preptoolkit.fema.gov>

4. Public Information and Warning

| | |
|--|--|
| <i>During a significant emergency, the Emergency Operations Center (EOC) and Incident Command Posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.</i> | |
| VT-Alert message - State: Other VT-Alert managers: | Vermont Emergency Management: 800-347-0488 |
| Important Local Websites / Social Media channels: | Town Website: townofwindhamvt.com Ellen McDuffie: town email list |
| Local Newspaper, Radio, TV: | Chester Telegraph 802-875-2703 www.chestertelegraph.org |
| Public Notice locations: | Town Office 5976 Windham Hill Road Meeting House 26 Harrington Road Firehouse 286 White Road |
| <i>Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with a large number of state and local government and community based entities. 2-1-1 collects and maintains a database of local resource information and is available to take calls from the general public to inform and instruct them in relation to emergency events, and to refer them to the appropriate response and recovery resource, if necessary.</i> | |
| To provide information for 2-1-1 | Dial 211 or (802) 652-4636 |

5. Vulnerable Populations

| <i>If necessary, the EOC may contact organizations and facilities, below, that serve vulnerable populations to identify residents who are at risk based on the emergency. If there are residents at risk or in danger, the EOC should monitor their status and if required coordinate support for them until their situation stabilizes.</i> | |
|--|-------------------|
| Name / Notes | Contact Info |
| CARE (Citizen Assistance Registration for Emergencies) | (Supporting PSAP) |
| Neighborhood Connections (non-profit health and social services) | 802-824-4343 |
| Meals on Wheels/Valley Cares | 802-365-4115 |
| Visiting Nurse for Vermont and New Hampshire | 802-300-8853 |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

6. Shelters

During some emergencies, the EOC will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.

Spontaneous Sheltering

- Determine the approximate number of people who need sheltering
- Call the State EOC / Watch Officer at 800-347-0488 and request support
- Track the status of residents who need shelter until their situation stabilizes

Regional Shelter

| | |
|---------------------|---|
| Location / Address: | |
| Opening Contact: | State EOC, 800-347-0488; American Red Cross, 802-660-9130 |
| Phone Numbers: | |

Primary Local Shelter

| | |
|----------------------|--|
| Location / Address: | Windham Town Office 5979 Windham Hill Road |
| Facility Contact(s): | Maureen Bell Select Board Chair |
| Phone Numbers: | 802-875-1024 |
| Shelter Manager: | Imme Maurath/Kathy Jungermann |
| Staff Requirements: | |
| Services: | Warm/Cool Overnight Food Prep Showers Healthcare |

| | |
|--------|---|
| Notes: | |
| | Capacity: 25 Generator? <input checked="" type="radio"/> Y / N Pets Allowed? Y / <input checked="" type="radio"/> N |

Alternate Local Shelter

| | |
|----------------------|--|
| Location / Address: | Flood Brook School Regional Emergency Shelter 91 VT-11 Londonderry, VT |
| Facility Contact(s): | Kevin Beattie/EMD kevnshar@comcast.net |
| Phone Numbers: | 802-548-8246 |
| Shelter Manager: | Marge Fish |
| Staff Requirements: | |
| Services: | Warm/Cool Overnight Food Prep Showers Healthcare |

| | |
|--------|--|
| Notes: | |
| | Capacity: Generator? <input checked="" type="radio"/> Y / N Pets Allowed? Y / <input checked="" type="radio"/> N |

Annexes (Optional, create and letter as needed)

| |
|--|
| |
| |
| |
| |
| |
| |

See the Vermont Emergency Management (VEM) web site at <http://vem.vermont.gov> for samples and examples of annexes, such as: forms; delegations of authority; debris plans; incident-specific plans, checklists, and matrices; animal disaster references; etc.

Contact Information

| Position | Name | Phone numbers - indicate Mobile, Home, Work | | | E-mail |
|--------------------------------------|--------------------|---|----------------|-----------|---------------------------|
| | | Primary | Alternate | Alternate | |
| Local Emergency Management Team | | | | | |
| EMD | Imme Maurath | 802-875-8755 | | | lsm777oth@yahoo.com |
| EMD Co- Coordinator | Kathy Jungermann | 802-874-4606 | M:201-315-3571 | | bsgkj@myfairpoint.net |
| | | | | | |
| Local Response Organization Contacts | | | | | |
| Fire Chief | Jonathan Gordon | 802-875-3010 | M:802-738-2019 | | |
| Assistant/Deputy Fire Chief | Rick Weitzel | 802-874-4104 | | | |
| EMS Chief | Londonderry Rescue | 911 | 866-352-1291 | | |
| Chief of Police or Constable | | | | | |
| Windham County Sheriff | Keith Clark | 802-365-4942 | | | |
| State Police | | 802-875-2112 | | | |
| | | | | | |
| Local Public Works Contacts | | | | | |
| Road Foreman | | | | | |
| Road Commissioner | Richard Pare | 802-874-4971 | M:802-379-5647 | | |
| Town Garage | Kurt Bostrom | 802-874-7025 | | | |
| Drinking Water Utility | N/A | | | | |
| Wastewater Utility | N/A | | | | |
| | | | | | |
| | | | | | |
| Municipal Government Contacts | | | | | |
| Town Administrator | N/A | | | | |
| Town/City Manager | N/A | | | | |
| Selectboard Chair | Maureen Bell | 802-875-1024 | | | mbelselectboard@gmail.com |
| Selectboard Alt | Kord Scott | 802-875-3725 | | | |
| Selectboard Alt | Hal Wilkins | 802-875-7578 | | | |
| Town Clerk | Mike McLaine | 802-875-1550 | W802-824-5200 | | windham.town@gmail.com |

Contact Information

[illegible]

Local Emergency Management Plan Municipal Adoption Form

Town/City of Windham
5976 Windham Hill Road
Windham,, VT 05359

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Regional Planning Commission (RPC) by May 1st.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the Local Emergency Management Plan (LEMP) on the date shown at right.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the National Incident Management System (NIMS) on the date shown at right.

If Vermont Emergency Management needs to contact municipal leaders to determine status and support requirements during an emergency, the Emergency Management Director (EMD) and two other local Points Of Contact (POCs) who should have authoritative local information are listed at right.

☐ Mark this block if a readopted plan has no changes since the previous year.

| | |
|---------------------------|----------------------------|
| Municipality | Windham, Vermont |
| LEMP Adoption Date | |
| NIMS Adoption Date | |
| EMD Name | Imme Maurath |
| Position | EMD |
| Primary Phone | 802-875-8755 |
| Alternate Phone | |
| Email | ism777oth@yahoo.com |
| POC 2 Name | Kathy Jungermann |
| Position | Co-Director EMD |
| Primary Phone | 802-874-4606 |
| Alternate Phone | 201-315-3571 |
| Email | bsgkj@myfairpoint.net |
| POC 3 Name | Maureen Bell |
| Position | Select Board Chair |
| Primary Phone | 802-875-1024 |
| Alternate Phone | |
| Email | mbellselectboard@gmail.com |

I hereby certify that the LEMP meets Vermont National Incident Management System (NIMS) requirements and current LEMP Implementation Guidance as on page 2:

Signed* Maureen Bell 4.1.19
Maureen Bell Windham Select Board Chair
Printed Name; certifying individual must have taken, at a minimum, ICS402 or ICS100/IS-100 training

I hereby attest that the municipality has adopted NIMS and the LEMP as stated above:

Signed* Maureen Bell 4.1.19
Maureen Bell Windham Select Board Chair
Printed Name, Selectboard / council member

Once completed, send adoption form (2 pages) and copy of Local Emergency Management Plan to Regional Planning Commission.

*A typed name is acceptable as an electronic signature if it represents an act of that person in accordance with 9 V.S.A. § 278.

Check boxes below indicating the plan has the required elements and, if not using a template, fill in page numbers to report completion of required elements.



Required Elements

Vermont Emergency Management (VEM) encourages municipalities to create and maintain

| Municipal Adoption | | |
|-------------------------------------|---|--------------------------|
| <input checked="" type="checkbox"/> | Municipal Adoption Form | |
| | Municipal adoption of National Incident Management System (NIMS) | <input type="checkbox"/> |
| | Contact information for local authorities during an emergency | <input type="checkbox"/> |
| | Certification that LEMP meets Vermont NIMS / Implementation Guidance | <input type="checkbox"/> |
| | LEMP adoption by local selectboard / city council (annual) | <input type="checkbox"/> |
| LEMP Required Elements | | Page |
| <input checked="" type="checkbox"/> | Planners | |
| | List of people who wrote / maintain the LEMP | |
| <input checked="" type="checkbox"/> | Municipal Emergency Operations Center (EOC) | |
| | Activation authority | |
| | EOC staff positions and duties (minimum 1) | |
| | List of potential EOC staff members (minimum 1) | |
| | Facility information for potential EOC locations (minimum 1) | |
| <input checked="" type="checkbox"/> | Resources | |
| | Emergency purchasing agent and spending limits (if any) | |
| | List of municipal contracts that can be used during an emergency (if any) | |
| | List of other local resources that could be used during an emergency (if any) | |
| | National Incident Management System (NIMS) Typed Resource List | |
| <input checked="" type="checkbox"/> | Public Information and Warning | |
| | VT-Alert contact information | |
| | Local website / social media information (if any) | |
| | List of local media outlets (if any) | |
| | Public notice sites for non-phone/Internet information | |
| | Vermont 2-1-1 contact information | |
| <input checked="" type="checkbox"/> | Vulnerable Populations | |
| | List of organizations/facilities that serve local vulnerable populations | |
| | Identification and monitoring process | |
| <input checked="" type="checkbox"/> | Shelters | |
| | Spontaneous and regional shelter information | |
| | Opening information for local shelters (if any) | |
| | Service information for local shelters (if any) | |
| <input checked="" type="checkbox"/> | Contact Information | |
| | Emergency Management personnel | |
| | Response organizations | |
| | Municipal officials / public works | |
| | State, region, and adjacent municipality contacts | |

optional LEMP annexes as required. Examples might include plans for specific incident types, shelters, evacuation, and volunteer management - see the VEM website for models, samples, and examples at: <http://vem.vermont.gov>

Town of Windham

6626 Windham Hill Road, Windham, VT 05359

Policy #

Version Date:

Policy for Diesel Fuel Use

The Town of Windham owns and operates a Diesel Fuel Fueling Station at the Town Garage. The policy for use is as follows;

- The Highway Department, Fire Company, and School may refuel their diesel vehicles and equipment at the Fueling Station.
- The Fire Company and the School will record and report on the fuel used per the instructions by the Treasurer.
- The Town Treasurer will bill the Fire Company and the School as required for reimbursement for the fuel used.
- Every Town employee, Fire Company member, or School employee who uses the Fueling Station must be certified to do so per the Town Refueling Certification Procedure before using the Station.

Town of Windham Selectboard

Maureen Bell _____ Date _____

Kord Scott _____ Date _____

Hal Wilkins _____ Date _____

Town of Windham

6626 Windham Hill Road, Windham, VT 05359

Procedure #

Version Date:

Procedure for Equipment Refueling & Certification of Fuel Station Training

_____ has satisfactorily completed the following training and testing;

☐ Safe parking procedure

- Situate vehicle so hose and nozzle are within reach of fill port without strain.
- Turn off Vehicle and engage parking brake
- ?
- ?

☐ Fueling & Lock-Out Procedure

- Remove locks on Electrical Disconnect Switch and Tank Shield
- Open Tank Shield Cover and Reset Gallons Display on pump to zero
- Remove Equipment Fuel Cap
- Turn on Disconnect Switch and Pump
- Fill Equipment using filling nozzle – **DO NOT LEAVE UNATTENDED!!**
- When fueling is complete – turn off pump and disconnect switch and replace nozzle on hanger
- Replace equipment fuel cap
- Close Tank Shield Cover and Reinstall locks on Electrical Disconnect Switch and Tank Shield.
- Document fuel used on log sheet
- **NEVER LEAVE PUMP UNATTENDED WHILE PUMP IS RUNNING !!!!**

☐ Spill Response

- All spills must be reported to the Road Foreman or Road Commissioner immediately
- The Road Foreman or Road Commissioner will direct cleanup requirements and reporting procedures to be undertaken.

Trainer: _____ Signature: _____ Date: ____/____/____

Trainee: _____ Signature: _____ Date: ____/____/____

ROAD REPAIR DEFINITIONS

1 Repair Strategies – Paved Roads:

There are many road repair strategies used on Town Highways. In general, the better the condition of the road results in a lower cost repair strategy. The following repair strategies have been used in the attached Capital Plan.

- **No Maintenance:** No work is required (generally newly surfaced roads)
- **Routine Maintenance:** This is the most cost effective use of funds and includes ditching, cleaning culverts and patching.
- **Preventative:** This strategy includes crack filling, chip seals, shimming, overlays or a combination of these depending on the nature of the road surface.
- **Rehabilitate:** This strategy generally includes milling/shimming/overlaying or reclamation of the existing pavement followed by a minimum of 4" of new pavement. It is important to review the existing base material prior to any type of rehabilitation, as an undesirable base will not adequately support a reclaim project even if stabilized with cement, asphalt or chloride. In some cases the road may require preservation of the road such as a shim or shim/chip seal in order to buy time for a complete rehabilitation.
- **Reconstruct:** This includes the complete excavation of the existing pavement and inadequate base material, installation of new drain pipes and underdrains where appropriate, installation of fabric as needed, 1.5' to 2' of new gravel base (depending on the road) and new pavement (2.5" minimum base, 1.5" minimum top). Some of the heavier travelled roads may require up to 2.5' of base and 5" to 6" of pavement.
- **Defer:** It is important to recognize when a road has gone beyond the point of rehabilitation than it should be classified as a candidate for Reconstruction. There are cases where capital funds can be saved on this type of road by simply deferring maintenance until the road has reached the end of its useful life. Deferring can free up Capital funding for use on other roads. Deferring a road needing Capital Improvements may require a shim or shim and chip seal to hold the road in place long enough to obtain funding for Capital Improvements.

2 **Repair Techniques – Paved Roads:**

There are also many road repair techniques for paved roads. The following repair strategies have been used in the attached Capital Plan.

- **Pavement; Hot Mix; Asphalt:** Generally used interchangeably as they all pertain to a paved road surface
- **Shim:** A leveling coarse of asphalt of varying depths, often followed by an overlay
- **Asphalt Base:** This would be for a newly constructed road surface; generally 2" to 2.5" thick.
- **Overlay:** A final paving coarse of asphalt pavement, generally 1" to 1.5" thick
- **Mill:** Leveling off the road surface with a large mill that removes a portion of the existing asphalt creating a more uniform surface to pave on
- **Reclaim:** A large machine used to crush the existing asphalt down into the existing gravel base (like a rototiller in a garden). This is not rebuilding a road.
- **Reconstruct:** Complete excavation and rebuilding of a road.
- **Chip Seal:** A hot asphalt spray followed by an application of 3/8" stone. This is used to preserve the existing pavement.
- **Chip Seal with rubber (10% or 20% rubber):** The same as chip seal, however the asphalt is mixed with 10% or 20% rubber, depending on the specifications and the 3/8" stone used is a heated, treated stone.

3 **Road Surface Management System (RSMS):**

The field evaluation of the Town of Windham's paved roads was completed on December 1, 2016 by Everett Hammond, PE (Hammond Engineering) with the assistance of Josh Dryden (Windham Highway Foreman).

Road Surface Management System (RSMS) is a management system for roads provided by the Maine Local Roads Center. RSMS 2010 version provides a condition survey of all roads based on data from roughness and road condition and ranks the roads in order of traffic volume and importance. This data is utilized to provide a recommended Annual Paving Budget and a long term Capital Plan for the Town's paved roads. If applied correctly, this plan can be used to apply timely, cost effective road improvements for paved roads. This RSMS evaluation is a snapshot in time of the condition of Windham's roads which may need to be adjusted over time to reflect unexpected pavement changes.

Data Collection: The following data was collected and utilized in the RSMS Program:

- **Roughness:** Roughness is used as an importance in calculating the condition assessments. This is based on the severity and extent for each road.
- **Road Condition:** Road condition has many factors that determine its level of importance. This consists of alligator cracks, longitudinal/transverse cracks, edge cracks, rutting and drainage. This is also based on the severity and extent for each road.
- **Traffic Volume:** The program uses traffic volume when establishing the priorities of repairs within each repair strategy. The traffic volumes were estimated by Everett Hammond and based on the Classification of the roads.

4/1/19

Windham Paving Calculations 2019



Vermont Emergency Management
Vermont Department of Public Safety
45 State Drive
Waterbury, VT 05671-1300

Toll free: 800-347-0488
Phone: 802-244-8721
Fax 802-241-5556
<http://vem.vermont.gov>

Town of Windham, VT

March 13, 2019

APR 1 2019

Received

Dear Town Official,

On September 6 and 7, 2019 we will be hosting the 12th annual Vermont Emergency Preparedness Conference. This event brings together local, state, federal, nonprofit, and private partners for two days of learning and networking related to emergency preparedness. This year's conference will be held at the Lake Morey Resort in Fairlee, VT. We are currently lining up some incredible presenters and speakers who will focus on building resilient communities, local best practices in Emergency Management, and building partnerships at all levels of Government.

Enclosed you will find some save the date cards with our website. Please hand these cards to those in your community who may be interested in attending. We have presentations related to the fire service, town highway, emergency management directors, volunteers, and even elected officials. Registration is going to open in May and we would love to make this year's conference the biggest one we have done.

Best regards,

Erica M. Bornemann
Director
Vermont Emergency Management