

Windham VT Selectboard Meeting Minutes  
April 1, 2019 Regular Meeting

Present:

Maureen Bell, Selectwoman	Kord Scott, Selectman
Hal Wilkins, Selectman	Bob Bingham
Dawn Bower, Various Commissions	Russ Cumming, Lister
Joyce Cumming, Selectboard Clerk	Bill Dunkel, Multiple Commissions
Ernie Friedli	Sally Hoover, Auditor
Bob Kehoe, Building Safety Officer	Louise Johnson
Tom Johnson, Energy Commission	Kathy Jungermann, Auditor & Emerg. Mgmt. Co-coordinator
Keith Jungermann	Imme Maurath, Auditor & Emerg. Mgmt. Co-coordinator
Kathy Scott, Treasurer	Richard Paré, Road Commissioner

Call to order

The meeting was called to order at 6:30 p.m.

Additions to Agenda/Announcements/Reminders

- Bob Kehoe requested an opportunity to review items needing attention at the Town garage (PACIF update). Maureen added this to the agenda under Old Business.
- Maureen mentioned that tonight's Selectboard meeting will reconvene at the Elementary School at 7:30 p.m. for the paving discussion/presentation by engineer Everett Hammond.
- Maureen commented on the Selectboard Institute which she and the other Selectboard members attended recently in Rutland.
- Maureen reminded everyone of the Community Values Mapping exercise scheduled for April 8 at 6 p.m. at Town Office. Hal explained that Community Values Mapping is a process designed to solicit input from residents regarding activities of most interest and/or value in their community. Monica Pryzperhart of the Vermont Fish & Wildlife Dept. will conduct the exercise, collect information, and generate a report designed to help the Town direct its funds and energies. Similar exercises have been conducted in other Towns.

Approval of minutes: 3/18/19 Regular Selectboard Meeting; and 3/25/19 Special Selectboard Meeting

Motion: To approve the March 18, 2019 Regular Selectboard Meeting minutes as presented—moved by Maureen—all in favor.

Motion: To approve the March 25, 2019 Special Selectboard Meeting minutes as presented—moved by Maureen—all in favor.

Public Comment

Ernie Friedli addressed the Selectboard and distributed a letter regarding what he perceives as deficiencies and inaccuracies in the 2018 Town report. He asked who the Financial Officer is and who is responsible for compiling the Town Report. He claimed that tax monies are co-mingled with housing funds, the report lacks details on bank accounts and cash flow information, historical trend data on tax delinquencies has been eliminated, and the report lacks reconciliation of income and expenses, among other criticisms. In its current format, he feels many residents do not understand the report. Maureen explained that the Town does not have a Financial Officer; and statutorily, the Auditors are responsible for the Town Report.

New Business:

**Sign Local Emergency Management Plan (LEMP) and National Incident Management System (NIMS)**

Imme Maurath and Kathy Jungermann, Emergency Management Co-coordinators, presented both plans for Selectboard review and approval. Maureen explained that the National Incident Management System (NIMS) serves as the standard for incident management in Windham and as precursor to the Local Emergency Management Plan (LEMP).

Motion: To adopt the National Incident Management System as the standard for incident management in Windham VT and authorize Maureen Bell, Selectboard Chair, to sign the NIMS Adoption Agreement—Moved by Maureen—all in favor.

Brief discussion followed on the Local Emergency Management Plan (LEMP), which specifies who is in charge of Emergency Management, the municipal Emergency Operations Center (EOC), its location, alternate EOC location, regional and local shelters and services available at each, municipal contracts with businesses, equipment available during an emergency, and contact information for elected and appointed officials during an emergency. The plan will be widely disseminated to share the information with Windham residents. The LEMP must also be submitted to the Regional Planning Commission once adopted.

Motion: To adopt the Local Emergency Management Plan for Windham VT and authorize Maureen Bell, Selectboard Chair to sign the LEMP Municipal Adoption Form—Moved by Maureen—all in favor.

Kord offered to share contact information for Mark Pickering of V-Trans with Imme Maurath and Kathy Jungermann, Emergency Management Co-coordinators. Mark Pickering was helpful dealing with the November storm which caused significant damage and left Windham without power for up to five days.

The Meeting House:

Kord Scott communicated with Bob Fisher, Town Attorney, regarding whether to appoint a Transition Committee ("Committee") or utilize the Friends of the Meeting House ("Friends") to explore fund-raising options for the Meeting House. Bob Fisher recommends appointing a Committee in order to keep the mission and goals of the Friends separate from that of the shorter-term purpose and goals of the Committee. He did not anticipate a conflict with members of the Friends also serving on the Committee. Based on the size of the Committee, the attorney recommends appointing a few members to the Committee as non-voting alternates who would fill in for the standing Committee members when needed to establish a quorum. In order to avoid confusion regarding whether members are elected or appointed, he recommends a Committee—to which members may be appointed by the Selectboard, rather than a Commission—where members are generally elected. With regard to record-keeping and funds, as a Committee, all record-keeping and decisions regarding expenditures need to go through the Treasurer and ultimately need approval of the Selectboard. Appointed committees can only recommend expenditures, not make them, and the Selectboard would decide how money is spent. It can be assumed that the Selectboard's decisions would be based on the Committee's recommendations, but that is not mandatory. Lastly, Bob Fisher recommends that these concepts be explained in writing, along with a clearly stated purpose and goals for the Committee, to members appointed to the Committee.

Keith Jungermann and Kathy Scott volunteered to serve as alternates on the Committee rather than standing Committee members. The Selectboard appointed the following persons as standing Committee members: Louise Johnson, Tom Johnson, John Hoover, Kord Scott, Dawn Bower, Russ Cumming, and Pete Newton. Kathy Scott and Keith Jungermann were appointed as non-voting alternates. Letters appointing the Committee members and alternates were signed by the Selectboard. The next meeting of the Committee is scheduled for Monday, April 8 at 5 p.m. at the Town Office. The regular meeting format will be 2<sup>nd</sup> and 4<sup>th</sup> Mondays at 6 p.m.

Old Business:

**PACIF Update** -- Bob Kehoe reported that most of the 28 items needing to be addressed at the Town garage have been rectified. Safety issues remaining include the need for rag containers, an eye wash station, first aid kit refills, and inspection of the fire extinguishers. Also, written procedures still need to be developed for a few items. Discussion followed on having Wade conduct a walk-through. Hal will get in touch with Wade and invite him back to review progress.

Roads:

**Diesel Fuel Tank Procedure and Usage Policy** – Maureen reviewed the Policy for Diesel Fuel Use and the Procedure for Equipment Refueling & Certification of Fuel Station Training. She and Kord compared the policy and procedure requirements against what the Selectboard acknowledged as part of the agreement with the State. Brief discussion followed on the daily activity sheets, fueling reports, who signs off on the certification of fuel station training, and the timeline for submitting the procedure and usage policy to the State.

**Paving Discussion with Everett Hammond and Richard Paré**

The meeting moved to the Windham Elementary School at 7:30 p.m. for discussion and presentation by Everett Hammond regarding paving.

Kord introduced Everett Hammond of Hammond Engineering. Everett offered a brief review of his background and experience before presenting an update of an evaluation of Windham's paved roads conducted in 2017 using the Road Surface Management System (RSMS). RSMS is a management system for roads provided by the Maine Local Roads Center. The older version of RSMS was based on a Pavement Condition Index (PCI) and utilized a scale of 1 to 100 to rate road conditions (0=worst, 100=best). This resulted in town's concentrating their efforts on the worst roads. This "worst-first" approach is contrary to an effectual road management strategy which uses a more cost-effective approach in taking care of good roads with preventative maintenance. The better the condition of the road, the lower the repair cost.

The 2010 version of RSMS doesn't use PCI Ratings. RSMS 2010 uses categories that correlate a road's repair strategy with its condition:

- No maintenance – very good condition. Example: a newly surfaced road requiring no repairs.
- Routine maintenance – good condition. Work may include ditching, cleaning culverts, and patching. This is the most effective use of funds.
- Preventative – fair condition. Work may include crack filling, chip seals, shimming, overlays or a combination of these.
- Rehabilitate – poor condition. Work may include milling/shimming/overlaying or reclaiming the existing pavement followed by a minimum of 4" new pavement. Before beginning any type of rehabilitation, it is important to review the existing base material because an undesirable base will not

support a reclaim project even if stabilized with cement, asphalt or chloride. Adequacy of base material is determined using various methods such as soil boring, surveys, test pits, sieve analysis, etc.

- Reconstruct – very poor condition. When a road's condition has declined beyond the point of rehabilitation, it becomes a candidate for reconstruction. Work 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). Heavier travelled roads may require up to 2.5' of base and 5" to 6" of pavement.
- Defer – In some cases, it makes sense to defer maintenance until the road has reached the end of its useful life. This allows the availability of capital funds for use on other roads. This may also result in savings by avoiding the expense of overlays and reclamations on roads subject to failure. Sometimes, a shim or shim and chip-seal are needed to hold the road together long enough to arrange funding for Capital Improvements. Once a shim is completed, it is important to get another 10 years +/- prior to reconstruction.

The average condition of Windham's paved roads at the time of the RSMS assessment (2016-2017) was between Preventative (fair condition) and Rehabilitate (poor condition).

RSMS is also useful in developing an annual paving budget and long-term Capital plan for road repairs. Mr. Hammond presented several options to consider in budgeting for paving and planning long-term Capital Projects in Windham. In 2017, Mr. Hammond recommended an annual pavement maintenance budget of at least \$103,000 to preserve Windham's roads in their then-current state (fair to poor condition), as well as a capital plan to improve the condition of Windham Hill Road. At this point, he recommends a paving budget of approximately \$162,000 beginning this year, increasing by \$15,000 per year through 2031. In addition to the recommended paving budget, this plan relies on approximately \$525,000 in grant funding from the State, and bonds totaling approximately \$4.8 million.

The presentation showed Windham Hill Road (WHR) divided into six sections based on repair strategy and timeline for repair:

- Section 1 – WHR from the intersection with Rt. 121 to the approximate mid-point of the curve (.9 mi)
- Section 2 – WHR from the end of Section 1 to just before the Meeting House (.3 mi)
- Section 3 – WHR from the end of Section 2 to just before the intersection with Cross Rd. (.54 mi)
- Section 4 – WHR from the end of Section 3 to just past the intersection with Abbot Rd. (.76 mi)
- Section 5 – WHR from the end of Section 4 to just past the 2<sup>nd</sup> intersection w/ Burbee Pond Rd (1.5 mi)
- Section 6 – WHR from the end of Section 5 to the Windham Town line with Jamaica (1.18 mi)

The long-term road repair strategy calls for beginning work on roads this year and continuing through 2031.

- 2019: WHR Sections 2, 3, & 4—Mill, shim, overlay and chip seal  
WHR Section 5—Reclaim and gravel
- 2020: Rt. 121 with aprons—Chip seal using 3/8" washed stone with 20% rubber added  
WHR Section 1—Crack-fill and chip-seal  
Right-of-way work and engineering on WHR
- 2021: WHR Section 6—Reconstruct (Note: A road construction bond of \$1.5 million is proposed )
- 2024: Corn Hill Road—Engineer and reconstruct
- 2025: Corn Hill Road—Continue reconstruction
- 2027: Rt. 121 with aprons—Chip seal using 3/8" washed stone with 20% rubber added  
Horsenail Hill Road—Shim and chip-seal using 3/8" washed stone with 10% rubber added

- White Road—Shim and chip-seal using 3/8" washed stone with 10% rubber added
- Harrington Road—Shim, overlay and chip-seal
- WHR Section 1—Crack-fill and chip-seal (Note: A \$300,000 road bond is proposed for 2027)
- 2031: WHR Sections 2, 3, and 4—Mill, shim, overlay and chip-seal
- WHR Section 6—Chip-seal
- WHR Section 5—Reconstruct (Note: A road construction bond of \$3 million is proposed)

Brief discussion followed on the weight of trucks using Windham Roads, the microclimate in Windham, new regulations regarding ditches, and a proposed gas tax to fund road issues in Vermont. The Selectboard thanked Mr. Hammond for the informative presentation.

The meeting reconvened at the Town Office at 8:50 p.m.

#### Correspondence/Payroll/Bills

Correspondence, payroll and bills were reviewed and approved as necessary.

#### Adjournment

Motion: To adjourn the regular meeting at 9:04 p.m.—moved by Kord—all in favor.

Respectfully submitted,

Joyce Cumming  
Selectboard Clerk

#### Attachments:

Letter from Ernie Friedli  
National Incident Management System Adoption Agreement  
Local Emergency Management Plan Municipal Adoption Form  
Policy for Diesel Fuel Use and Procedure for Equipment Refueling & Certification of Fuel Station Training  
Excerpts from 2017 Windham Road Evaluation by Everett Hammond  
Correspondence from Vt. Emergency Management re: 2019 Emergency Preparedness Conference  
Windham Road Map  
Long-Term Paving Plan and Capital Highway Plan