

Windham VT Selectboard Meeting Minutes
June 3, 2019 Regular Meeting

Present:

Maureen Bell, Selectwoman	Kord Scott, Selectman
Hal Wilkins, Selectman	Dawn Bower, Various Commissions
Russ Cumming, Lister	Joyce Cumming, Selectboard Clerk
Bill Dunkel, Planning Commission	John Hoover, Library Trustee, J.P.
Sally Hoover, Auditor	Tom Johnson, Energy Commission
Louise Johnson, Meetinghouse Transition	Keith Jungermann, Meetinghouse Transition (Alternate)
Kathy Jungermann, Auditor	Kathy Scott, Treasurer

Call to order

The meeting was called to order at 5:31 p.m.

Additions to Agenda/Announcements/Reminders

- Maureen mentioned having attended, along with the auditors and treasurer, a very informative VLCT workshop on Governmental Accounting and Auditing last week.
- Maureen also reported on a talk given by John Bennett (Windham Regional Commission) in Townshend on land use and planning.

Act on minutes: May 20, 2019 Regular Selectboard Meeting

Motion: To approve the minutes of the May 20, 2019 Regular Selectboard Meeting as presented—moved by Hal—all in favor.

Public Comment

- Bill Dunkel reported that the Planning Commission is working on revisions to the Zoning and Enhanced Energy plans and hopes to share the revised plans in the near future. A public hearing will be scheduled.

New Business:

Appoint Town Agent (to act on Town's behalf at the upcoming Delinquent Tax Sale)

Maureen noted that this agenda item may be disregarded as the Town Agent is voted at the annual Town Meeting and that Michael Simonds was elected as Town Agent for 2019-2020. Maureen left a message with Michael Simonds to request that he act on the Town's behalf at the upcoming delinquent tax sale on June 26th. In the event Michael Simonds is not available, Michael McLaine will serve as Town Agent. The role of Town Agent was discussed briefly.

Application for VT League of Cities & Towns (VLCT) grant for improvements made to the Town Garage

Hal opened discussion and credited Bob Kehoe for his assistance and continued commitment to the repairs and improvements at the Town Garage. Hal met with Wade and Richard Paré to review progress on the 26

items noted on the PACIF report, many of which are completed but a few remain open. Wade informed Hal that the Town did not apply for grants which are available through VLCT and encouraged the Selectboard to submit a grant application to cover reimbursement of 50% of the cost of many qualifying improvements. While the facility is lacking aesthetically, the Selectboard noted that it is clean, dry, heated, and safe.

Old Business:

Sign Fuel Use Policy, which was mistakenly sent to Agency of Natural Resources unsigned

Maureen reported that the package of materials sent to the Agency of Natural Resources (ANR) mistakenly included an unsigned copy of the fuel use policy. The ANR returned the policy for signature and resubmission. The Selectboard signed the fuel use policy which Maureen will mail back to ANR once the clerk makes a copy for the file. (See attached.)

The Meeting House:

Possible Committee Meeting Update

Dawn informed the Selectboard that the Meeting House Transition Committee did not have any further information to share as it has not met since the last Selectboard meeting. The next meeting of the Meeting House Transition Committee is scheduled for Monday, June 10 at 5 p.m.

Roads:

Road Paving – open bids

Kord noted that only 1 bid was received in response to the request for bids sent to several road paving contractors. Kord advised holding off on opening the sealed bid until he can speak with Everett Hammond on how best to proceed. (*Note: Later in the meeting, a 2nd sealed bid was hand-delivered prior to the 6:30 p.m. deadline and bids were opened shortly after 6:30 p.m. See page 4 for bid amounts.)

Culvert Repair – open bids

Kord noted that 2 bids were received in response to the request for bids on culvert materials sent to 3 companies. Maureen opened and read the bids aloud.

- R.I. Baker Co. of North Adams, MA submitted a bid in the total amount of \$15,375.21
- W.W. Building Supply of Newfane, VT submitted a bid in the total amount of \$14,604.00

(See attached culvert bids for itemized amounts.)

Sign roadside mower rental contract

Kord reported that the practice utilized in the past of renting the equipment for use by a Town employee has worked well. He presented a rental contract from Tenco of Barre, VT for a 4-week (160 hrs.) equipment lease in the amount of \$8,500.00. (Contract specifies 4-week period as starting on August 14, 2019 and ending on September 10, 2019.) Kord suggested that the \$1,500 balance of the \$10,000 in the budget be used for spot mowing as needed. Brief discussion followed on the timing for removal of invasive weeds to be most effective.

Diane Newton advises that poisonous parsnip should be removed before July 1. Kord has also held discussion with Alison Trowbridge regarding wild chervil and wild parsnip and suggesting coordinating efforts with the Conservation Commission. Kord shared that Richard is willing to perform work when requested for maximum effectiveness. Maureen also suggested utilizing Master Gardeners who need to log volunteer hours. Brief discussion was held regarding weed-whacking vs. digging.

Motion: To sign the equipment rental contract with Tenco of Barre, VT in the amount of \$8,500.00—moved by Kord—all in favor.

(See attached equipment rental contract with Tenco for specific terms and conditions.)

Better Roads grant award info

Kord reported on notice received re: a grant award through Better Roads (division of V-Trans) in the amount of \$60,000 for a bridge or box culvert on Route 121. (See attached Notice of Award on Better Roads Grant.) Along with the previous grant of \$175,000, this brings the available grant funding up to \$235,000. The project is estimated to cost a total of \$350,000 and a plan will need to be developed to address the difference of \$115,000. Kord has contacted Everett Hammond for suggestions. One option is to pass on a grant award in the hope that the grant money will be available again in the future. Kord requested that this item remain open for further discussion by the Selectboard.

Discuss current ditching/culvert work

Kord solicited feedback on the recent ditching/culvert work performed by the Road Crew on Hitchcock Hill Road. The road crew spent 2 days removing gravel material from the ditches and culverts and restoring a crown in the road. Kord feels that the necessary ditching and culvert work can best be addressed by utilizing a combination of subcontractor and in-house manpower. He expressed some concern regarding the 30 hours per week budgeted for Richard which may not be sufficient, and suggested moving money from the bridge and culverts account to cover additional payroll expenses. Kathy Scott clarified the procedure to be followed in charging and reimbursing the affected budget lines.

Road paving—receipt of 2nd bid

A 2nd paving bid from Northeast Paving was hand-delivered at this point in the meeting. Kord suggested delaying the opening of the bids received thus far in the event additional bids are received prior to the 6:30 p.m. deadline.

Correspondence/Payroll/Bills

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

Among the correspondence received was a proposed contract for law enforcement services through the Windham County Sheriff's Department for fiscal year 2019-2020. (See attached.) Brief discussion followed on revenue collected from traffic violations, a percentage of which is returned to the Town and serves to offset part or all of the contract cost depending on the revenue collected. Kord reported that the sheriff's office is agreeable to providing patrol coverage when and where requested by the Town. Kord will review the proposed contract for discussion and possible action at an upcoming Selectboard meeting.

In a related matter, Kord reported on a request he made of the Sheriff's Department to address the matter of the stray cow on Popple Dungeon Road. Sargent Robert Lincoln responded to the site and spoke with the cow's owner who agreed to get a fence to restrain the animal from attacking neighboring gardens.

Carolyn Partridge joined the meeting at approximately 6:10 p.m. in response to a request from Kord that she drop in briefly prior to tonight's WRMUED informational meeting at 7 p.m. at the Windham Elementary School. Carolyn mentioned an upcoming workshop facilitated by Paul Costello (Vt. Council on Rural Development) to be held on June 10th. Maureen suggested that any discussion re: the school merger should be held during the 7 p.m. WRMUED meeting and not as part of the Selectboard meeting.

Executive Session for personnel issue

Motion: To enter Executive Session at 6:18 p.m. for discussion of a personnel issue—moved by Maureen—all in favor.

Motion: To exit Executive Session at 6:38 p.m.—moved by Maureen—all in favor.

Motion: To sign and send the performance evaluation to Kurt Bostrom as discussed in Executive Session – moved by Maureen—all in favor.

Road Paving – open bids

At this point in the meeting with the 6:30 deadline for receipt of paving bids past, Maureen opened and read aloud the 2 bids received.

Springfield Paving of Claremont, NH submitted a bid for Part 1 Scope of Work in the amount of \$371,720.00
Alternate for 1" thick mill was \$45,655.00
Alternate for 2" thick mill was \$49,625.00

Northeast Paving of Northfield, MA submitted a bid for Part 1 Scope of Work in the amount of \$449,257.00
Alternate for 1" thick mill was \$69,475.00
Alternate for 2" thick mill was \$95,280.00

In response to a question from Hal, Kord reported that approximately \$424,000 was available in the budget for road paving. Kord will contact Everett Hammond to discuss paving work.

Adjournment

Motion: To adjourn the regular Selectboard meeting at 6:45 p.m.—moved by Hal—all in favor.

Respectfully submitted,

Joyce Cumming
Selectboard Clerk

Attachments:

- Policy for Diesel Fuel Use – signed at meeting
- Culvert bids (materials only) from R.I. Baker Co., Inc. and W.W. Building Supply
- Equipment Rental Contract from Tenco of Barre, VT
- Better Roads Notice of Grant Award dated 5-28-19
- Correspondence: Proposed Contract for Law Enforcement Services & Cover Letter dated 5-21-19

DRAFT