Windham VT Selectboard Meeting Minutes

 October 7, 2019 Regular Meeting

Present:

Maureen Bell, Selectwoman Kord Scott, Selectman

Dawn Bower, Various Commissions Keith Jungermann

Vance Bell, Energy Commission Kathy Scott, Treasurer

Kathy Jungermann, acting Selectboard Clerk Gail Wyman, Asst. Treasurer

Ernie Friedli Richárd Paré, Road Commissioner

Tom Johnson, Energy Commission Bob Kehoe

Louise Johnson, Meetinghouse Transition Bill Dunkle, Planning Commission

Palmer Goodrich, Eastman Sand & Gravel

**Call to order**

Maureen called the meeting to order at 5:30 p.m.

**Additions to Agenda/Announcements/Reminders**

Additions: Ernie Friedli will speak to the 2019 tax increase and his report reviewing the latest Town Report during the Tax Review time allotment under New Business.

Kord will give an update on the Town Office building repairs after Ernie addresses the Selectboard.

Announcements: David Cherry will present information regarding Rescue Inc. at the Selectboard Meeting on November 4.

**Act on minutes**: September 16, 2019 Regular Selectboard Meeting

Motion: To accept the minutes of the September 16, 2019 Regular Selectboard Meeting with

 attachments-moved by Maureen-all in favor.

**New Business:**

**Windham Meeting House Committee Member appointments and term limits**

The following appointments were made to the Meeting House Committee:

Dawn Bower: will serve a 3-year term, Louise Johnson: a 2-year term, and Russ Cumming: a 1-year term.

Appointments will be staggered to ensure continuity and stability to the committee.

It was noted that the ideal number of people serving would be between 5 and 7. Kord suggested

that everyone present should make an effort to spread the word that the management committee is looking for more members. The next issue of the Windham News and Notes will contain information on the committee and an appeal for new members.

**Open, Review and Award Sand and Salt Bids**

A bid was received from Renaud, however they asked that the bid be pulled due to a conflict.

Eastman Sand and Gravel bid: $13.95 per yard for approximately 2000 yards of 9/16” screened road sand delivered to Windham Town Garage. Cost for pick up is $10.00 per yard. Should the town require more, price would stay the same.

Hill Construction Group, Inc. bid: Up to 2500 yards of Winter sand at $15.50 per yard delivered and $12.50 FOB.

Motion: To accept and award the contract for Winter sand to Eastman Sand and Gravel-moved by Kord-

 all in favor.

Bids for salt were received from Cargill and American Rock Salt for the 2019-2020 winter season.

No contract was awarded at this time as Kord needed to speak with Marc Pickering of VTrans regarding a sand quality issue with one of the vendors. Richard noted that Cargill was reliable, timely, and always had salt available.

**Personnel Policy**

During a discussion of the Paid Time Off policy, it was noted that two policies exist at this time, one signed and one unsigned by the body. Richárd, Kord, and Maureen will meet at the Town Office on Monday, October 14 at 7:00 a.m. to discuss and merge the 2 policies. Maureen will warn the meeting.

**Tax Review/Control Plan**

Kord expressed concern regarding the tax increase and reiterated that the board would make every effort to examine details in the budgeting process to keep costs down. He has begun to draft ideas and will forward them to Maureen and this issue will be kept on the agenda.

Ernie inquired as to the status of the recent vacancy on the Selectboard. Maureen stated that a notice was posted instructing those interested in filling the position for the remaining term to contact the board by October 16. The position can be filled by an appointment, special election, or at town meeting in March.

Ernie read a letter addressing his concerns regarding the recent tax increase and errors and omissions which affect the accuracy of the Town Report (see attached). He would like to recommend that a Financial Committee be established to determine the effectiveness of the Town Report.

**Update on Town Office Construction**

Kord reported that the door has been removed, the trim replaced, and the exit sign moved. A problem was observed with the insulation in the crawlspace during this work. As it is no longer secured to the wood, it will have to be reattached to the floor joists. The current contractor, Finn Hill Construction, will submit a quote to repair the insulation. A bid will go out for painting. The town office sign was removed by Finn Hill Construction and is with Ed Brown for refreshing. Kord reminded the board that the Cota and Cota contract is up in November and needs to be renewed as it features complete coverage for repairs to the heating system in the town office.

**Budgeting Process:**

**Planning Commission**

Bill Dunkle distributed copies of the proposed budget for the Planning Commission. He does not anticipate additional legal bills, or consulting from the Windham Regional Commission, as both the Zoning and Enhanced Energy Plan are complete. He proposed eliminating the $500 stipend for the Secretary/Clerk as this position is a shared responsibility within the current commission. All documents are posted to a Google Doc which can be accessed by members and corrections can be made. The proposed budget for 2020 is $10,106. Maureen inquired as to whether the clerk/secretary position has always been filled by a member of the commission. Bill replied that this has always been the case**.**

**Zoning Commission:**

Alison Cummings, Zoning Administrative Officer, not available to present budget. Discussion will be rescheduled.

Appropriations and Auditors to present 2020 budgets at the October 21 meeting.

**Roads:**

Maureen and Kord signed the VTrans Town Road and Bridge Standards document. Maureen will mail out.

**Road Erosion Inventory Update**

Emily Davis of the Natural Resources Committee in the Windham Regional Commission is no longer on staff. This will significantly slow down efforts to analyze the results and produce a Road Erosion Inventory report. Jeff Nugent will step in to move process along.

**Municipal Grant-In-Aid update**

The grant for culverts was awarded by Emily Davis, no longer on staff with the Windham Regional Commission. Jeff will review the road erosion inventory results based on hydrologically-connected segments and anticipates no problems with the grant. Kathy Scott told it is ok to invoice for the grant.

**Traffic Study Results**

As noted above, personnel issues will delay the Traffic Study report by the Windham Regional Commission. Kord indicated that Jeff may be able to make a presentation to the selectboard when the study is complete.

**Rt 121 Culvert-Grant Possibility**

A culvert located on Rt 121 heading east toward Grafton will need to be replaced at a cost of approximately $350,000. A grant from VTrans for $175,000, as well a Better Roads grant for $60,000 will cover a majority of this cost. Everett Hammond has notified Kord of a grant that would, in addition to the labor the town could provide, get us even closer to the total cost of repair. Kord has submitted paperwork to apply for this grant.

**Harrington Road Tornado Issues Update**

Kord provided an overview of the work still needed to open the road. He has walked the road with Marc Pickering of VTtrans and they are unable to offer assistance. The Vermont Department of Forest, Parks, and Recreation will not be available to assist either. It has been determined that a plan to have a logger come in to clear and harvest the wood is not financially viable. Richárd indicated that a local resident is willing to take the wood once it has been cut up by the road crew. The resident would then drag the wood off the road and this would clear the right of way. Also, a stone culvert on the road is in danger of collapsing and the cost to repair is estimated at $11,000. A District Stream Engineer will need to examine the culvert. Several ideas were discussed that involved having the road crew do the repairs. Tom Grondine, a homeowner in the area reports that pedestrian and ATV traffic is still utilizing the area. Richárd will place cones or a barricade to keep traffic out.

**Correspondence/Payroll/Bills**

Correspondence, payroll, and bills were reviewed and approved as necessary. Among correspondence was a request from Ernie Friedli for 15 minutes at the next selectboard meeting to address the subject of the tax increase, a resident reporting a blocked culvert on White road, a thank you letter from SEVCA for donation received, and a letter from the Health Officer regarding a garbage accumulation and animal negligence complaint at a residence.

Kord has been able to ascertain that the Constable is covered by insurance, through PACIF, should he be injured during the performance of his duties.

**Executive Session for Personnel Issue and Selectboard Appointee Discussion**

Motion: To enter Executive Session at 7:05 p.m. for purpose of discussing a personnel issue and Selectboard appointee-moved by Maureen-all in favor.

Motion: To exit Executive Session at 7:50 p.m.-moved by Maureen-all in favor.

No decisions were made.

**Adjournment**

Motion: To adjourn the regular Selectboard meeting at 7:51-moved by Kord-all in favor.

Respectfully submitted,

Kathy Jungermann

Acting Selectboard Clerk

Attachments:

--Town Road and Bridge Standards adoption notice

--Notification of appointments for Meeting House Committee

--Bid from Eastman Sand and Gravel, LLC for sand

--Bid from Hill Construction Group, Inc. for sand

--Letter from Ernie Friedli requesting time at next Selectboard Meeting

--Letter from Hilda Cohen regarding blocked culvert

--Proposed budget for the Planning Commission

--Letter from SEVCA acknowledging donation

--Letter from Health Officer addressing complaint of improper garbage disposal and animal neglect

--Letter from Ernie Friedli addressing errors and omissions from the Town Report and tax increase

 which includes discontinued cash flow report, discontinued 2018 delinquent tax report, and the 2018

 and 2019 Tax Book Tax Rate Info