

Windham VT Selectboard Meeting Minutes  
January 6, 2020 Meeting

Present:

Maureen Bell, Selectwoman  
Kord Scott, Selectman  
Russ Cumming, Lister  
Tom Johnson, Energy Commission  
Kathy Jungermann, Auditor  
Gail Wyman, Asst. Treasurer

Peter Chamberlain, Selectman  
Joyce Cumming, Selectboard Clerk  
Bill Dunkel, Town Planning Commission  
Louise Johnson, Windham Meetinghouse Committee  
Kathy Scott, Treasurer

**Call to Order**

Maureen called the Selectboard Meeting to order at 5:29 p.m.

**Additions to Agenda/Announcements/Reminders**

Maureen asked Peter and Kord if the date for the next regular Selectboard Meeting presents any conflicts; January 20, 2020 is Dr. Martin Luther King Jr. Day. No conflicts were anticipated.

**Act on minutes:** December 16, 2019 Regular Selectboard Meeting, December 18, 2019 Special Town Meeting, December 27, 2019 Emergency Selectboard Meeting, and January 3, 2020 Special Selectboard Meeting

Minutes of the December 16, December 18, and December 27 meetings were prepared and submitted. Minutes of the January 3 meeting were not yet available.

Motion: To accept the minutes of the December 16, 2019 Regular Selectboard Meeting, December 18, 2019 Special Town Meeting, and December 27, 2019 Emergency Selectboard Meeting as submitted—moved by Maureen—all in favor.

**Public Comment**

Bill offered a reminder re: the emerald ash bore presentation scheduled for Thursday, January 9 at 6:30 p.m. at Londonderry Town Hall. Bill and Maureen plan to attend.

**Old Business:**

**Letter to Townshend re: condition of Windham Hill Road**

The Selectboard members signed a letter to the Townshend Selectboard citing safety concerns expressed by drivers regarding the icing conditions, significant potholes, and sections of deteriorated asphalt along the last 1.5 miles of Windham Hill Road to Route 30 (see attached).

### **Newly adopted Town Plan – Maureen needs to finish up with Bill Dunkel and submit to Windham Regional Commission**

Maureen noted the need to finalize the documents to accompany the newly adopted Town Plan prior to submitting it digitally to the Windham Regional Commission. Bill agreed to review the documents and work with Maureen to complete any necessary sections.

### **The Windham Meeting House Updates**

Kord reported that both Dawn Bower and Dave Crittenden were provided with the Town Attorney's recommendations regarding the process for transferring the Meeting House. The Board of the Church needs to pass a resolution with approval by 67% of the Church membership in order to convey its share of ownership to the Town. Dawn has been away, but is expected back by the end of the week. Hopefully, this can be addressed in the very near future.

The budget for the Meeting House will be put on hold until ownership can be transferred and a quote for insurance can be obtained. If possible, the Meeting House budget will be finalized at the next meeting. In the meantime, \$15,000 is included for the Meeting House in appropriations; this money can be transferred to the new Meeting House budget category after conveyance.

### **Budgeting Process:**

#### **Roads – Garage Maintenance & Improvements**

Kathy distributed information regarding funding and expenses associated with Office Maintenance & Improvements as well as Garage Maintenance & Improvements (see attached). There is a balance of \$83,234.99 in Garage M&I. There has been discussion regarding painting the garage and shed but estimates have not been solicited. Decisions also need to be made regarding the lean-to and fuel storage.

Kathy conducted a cash review and distributed information outlining monies available from interest and penalties in various accounts as well as funds available in designated accounts (see attached). Accrued interest and penalties in the various accounts amounts to \$118,403.94. Funds in designated accounts were also itemized. A list of projects and estimated expenses includes \$125,000 for a truck to replace the 550, \$115,000 (in addition to grants totaling \$235,000) to address the Route 121 culvert, \$15,000 for repairs on Harrington Road (money is available in Culverts for this expense), painting and insulation at the Town Office (no budget estimate), painting and lean-to at Town Garage (no budget estimate), fuel storage (no budget estimate) and the Meeting House (no budget estimate). Kathy noted that the \$1,769.37 available in interest/penalties in the Housing Rehab (Citizens Advisory Committee) account did not reflect legal expenses incurred in 2019 which were paid from Town funds.

Kathy noted that equipment ordered for the vault should be considered improvements as part of the Office M&I account and applied the expense of \$9,881.07 against the Office M&I balance of \$25,664.55, leaving a balance of \$15,783.48. This money can be used for painting the outside of the Town Office building and insulating downstairs. Bill has some information on insulation he will share with Kord. Peter will develop painting estimates for the Town Office and the lean-to at the garage. Paint at the garage may need to be tested; Peter will consult a contractor about this. Kord will work on getting estimates for repair of the lean-to and fuel storage.

Russ mentioned the need for insulating the first floor walls and ceiling of the Meeting House to save on heating costs and for possible use of the building as an emergency shelter. Russ will obtain estimates to “create an envelope” for this space.

Kord asked Bill if the Energy Commission would be willing to perform a comparative analysis to determine if it would be more energy efficient to maintain a set temperature at the Meeting House rather than setting it back to 55° when not in use. Maureen noted that the heat has to be turned up an hour or more prior to a function. Bill agreed to look into it.

Kathy stated that funds in some of the designated accounts, i.e., NEMRC and Audit, would require voter approval prior to moving the funds for another purpose; and that those funds cannot go toward highway projects. It was her understanding that the interest amounts accrued in the various accounts constituted discretionary funds. A suggestion was made to consult VLCT about what the Town is allowed to do with the monies in the various accounts and designated funds. Kathy requested that the Selectboard make a decision by next week re: whether any of the monies were to be used to offset the 2020 budget. Kord inquired about the deadline to get the budget to the auditors; Maureen asked Kathy J. to touch base with Imme about the calendar Maureen had given Imme which had all the deadline dates. Further discussion on the use of funds for projects and/or to offset the budget will be held at the special Selectboard Meeting on January 13.

### **The Meeting House**

Discussion of the budget for the Meeting House was postponed until the Town assumes full ownership. In the meantime, \$15,000 will be listed as an appropriation.

### **Conservation Commission**

Alison Trowbridge submitted a request from the Conservation Commission for funding of \$100 to cover mailing costs. Brief discussion followed on whether the Conservation Commission (an established commission) should submit an annual budget request for anticipated expenses. Discussion followed on the roadside mowing which was conducted to eradicate poison parsnip and whether this should have been charged to the Conservation Commission. Maureen felt it was a highway expense conducted at the request of the Conservation Commission. It was decided not to list the Conservation Commission as a separate entity in the budget; Kathy will include \$100 for the Conservation Commission in the Town Office budget. Maureen will touch base with Alison about any anticipated future needs such as programs.

### **Social Services**

Peter reported that the Social Services Committee met on December 12 and reviewed requests received for funding. The Committee developed a proposed budget for 2020 totaling \$6,910 (see attached). Last year the budget for Social Services, including the article question to support the Collaborative, totaled \$7,285. Brief discussion followed on the purpose of the organizations and budget amounts; Kathy J. compiled a binder with information as a reference tool in the Town Office. The Committee opted to increase the amounts to health organizations such as Grace Cottage Foundation and Mountain Valley Medical Clinic, while cutting funding for other organizations that had less to do with health. Funding to the Leland & Gray Education Foundation was reduced based on a lack of students interested in applying for scholarships. The Social Services Committee has decided to omit any organization that does not submit a request and does not send a thank you or acknowledge the funding. Brief discussion followed on organizations that support animals such as Gerda's Equine Rescue and Windham County Humane Society. Funding for the Humane Society was also reduced.

Motion: To approve the budget as submitted by the Social Services Committee in the total amount of \$6,910—moved by Maureen—all in favor.

**Fill in any blanks that we can**

Any remaining budget questions will be addressed on Monday, January 13.

**Roads:**

**Fuel tank containment sump**

Kord reviewed action taken at the December 27 Emergency Selectboard Meeting to purchase a “Pig” containment sump for the fuel tank at the Town Garage. The pavement under the fuel tank had settled pushing the lean-to into the wall of the salt shed. Originally, Record Concrete submitted a quote to install footings and rework the foundation under the fuel tank once Cota & Cota moved the tank. In the meantime, Kord learned of the “Pig” containment system, which sits on the ground and contains the fuel tank in a plastic trough. In order to take advantage of an offer to save \$600 in shipping expense, the Selectboard held an Emergency Meeting on December 27 and approved purchase of the containment sump.

**Guardrails**

Maureen noted that the guardrail repairs have been completed. Vermont Recreational was selected based on its quote and its ability to complete the repairs in a timely fashion.

**Follow-up**

- Maureen asked Peter and Kord about availability for the Special Meeting on Monday. It was decided to meet at 9:30 a.m. on January 13, 2020 to finalize the budget. Maureen will warn the meeting.
- Bill offered a reminder re: the Broadband Project meeting scheduled for 6 p.m. on January 16 at the Newbrook Fire Dept.
- Bill advised Maureen that the areas left blank on the documents to accompany the Town Plan did not need to be completed.

**Correspondence/Payroll/Bills**

Correspondence included a weekly legislative Report from VLCT and the 2020 Certificate of Highway Mileage from that State of Vermont (see attached). The deadline to submit the certificate is February 20, 2020. Payroll and bills were reviewed and approved as required.

**Adjournment**

Motion: To adjourn the regular Selectboard meeting at 6:38 p.m.—moved by Peter—all in favor.

Respectfully submitted,

Joyce Cumming  
Selectboard Clerk

Attachments:

- Letter to Townshend Selectboard re: condition of Windham Hill Road (dated January 6, 2020)
- Office M&I, Garage M&I, Meeting House; funding/expenses/projects
- Cash Review of Interest/Penalties, Funds in Designated accounts, Projects and est. costs
- Social Services Proposed 2020 Budget
- 2020 Certificate of Highway Mileage

DRAFT