

Windham VT Selectboard Meeting Minutes  
March 30, 2020 Special & Organizational Meeting

Present via Zoom web conference:

Maureen Bell, Selectwoman	Peter Chamberlain, Selectman
Kord Scott, Selectman	Mike McLaine, Town Clerk
Kathy Scott, Treasurer	Vance Bell, Planning Commission
Joyce Cumming, Clerk	Tom Johnson, Energy Commission
Louise Johnson, Meeting House Committee	

**Call to order**

The meeting was called to order at 5:30 p.m.

**Additions to Agenda/Announcements/Reminders**

- Kord requested discussion at an upcoming meeting re: a possible nuisance animal ordinance.
- Kathy Scott will distribute a quarterly budget update at the next meeting.
- Maureen reported an email received from Chester residents thanking our road crew for their courteousness in driving to and from the gravel pit. Kord has copies and will share the note with Richard and Kurt.

**Elect Selectboard Chair and Vice Chair**

Motion: To nominate Maureen Bell as Selectboard Chair for 1-year term—moved by Kord, seconded by Peter—all in favor.

Motion: To nominate Kord Scott as Selectboard Vice-Chair for 1-year term—moved by Peter, seconded by Maureen—all in favor.

**Appoint Selectboard Clerk**

Motion: To appoint Joyce Cumming as Selectboard Clerk for 1-year term—moved by Maureen, seconded by Peter—all in favor.

**Review and Adopt Selectboard Rules of Procedure and Conflict of Interest Policy**

Maureen noted a minor revision to the Selectboard Rules of Procedure in Section E regarding Meetings to reflect current meeting time of 5:30 p.m. Location of meetings was also specified as the Windham Town Office unless otherwise noted. The Conflict of Interest Policy was unchanged except for signature lines to reflect current Selectboard members. (Both documents attached.)

Motion: To adopt the Selectboard Rules of Procedure as written—moved by Kord, seconded by Peter—all in favor.

Motion: To adopt the Conflict of Interest Policy as written—moved by Kord—all in favor.

**Approve minutes of March 2, 2020 Regular Selectboard Meeting and March 3, 2020 Town Meeting**

Motion: To approve the March 2, 2020 Regular Selectboard Meeting minutes with correction noted—moved by Maureen—all in favor.

Motion: To approve the March 3, 2020 Town Meeting minutes as presented—moved by Maureen—all in favor.

Maureen will sign documents and leave them at the office for Peter and Kord to sign at their convenience.

### **New/Re-Appointments to Town Positions**

Maureen reviewed the list of appointments to Town Positions noting that in all but one instance, current officers are willing to continue serving for another term. In accepting the position of Road Foreman, Richard Paré presumed he was relinquishing the role of Road Commissioner. Kord Scott has been serving in that capacity and is willing to continue as Road Commissioner. Maureen also noted vacancies on the Citizens Advisory Committee (Buddy Behrendt not interested in continuing) and the Meeting House Committee (Russ Cumming not interested in continuing). Kathy Scott is willing to fill the vacancy on the Citizens Advisory Committee. Maureen asked Kathy to touch base with Marcia Clinton. Anyone interested in serving on the Meeting House Committee should contact Maureen. Appointments to Town Positions were proposed as follows:

**Road Commissioner**—1 year term: Kord Scott

**Planning Commissioners**—4 year terms: William Dunkel, Katherine Wright, Jeffrey Wheeler, Chris Cummings

**Representatives to Windham Regional Commission**—1 year terms: Carolyn Partridge, William Dunkel

**Tree Warden**—1 year term: Walter Woodruff

**Building Safety Officer**—1 year term: Robert Kehoe

**Forest Fire Warden**—5 year term: Richard Weitzel

**Deputy Forest Fire Warden**—5 year term: Ralph Wyman

**Co-Emergency Management Coordinators**—1 year terms: Imme Maurath, Kathaleen Jungermann

**Energy Coordinator**—1 year term: William Dunkel

**Citizens Advisory Committee**—3 year terms: David Cherry, Kathy Scott

**Conservation Commissioner**—4 year term: Ellen McDuffie (initial term was 1 year)

**Social Media Manager**—3 year term: Vance Bell

**Energy Committee**—3 year terms: Tom Johnson, William Dunkel

**Green-Up Coordinator**—1 year term: Ellen McDuffie (Green-Up Day 2020: May 30th)

**Meeting House Committee**—3 year term: Christine Dunkel (initial term was 1 year)

Appointments to the Social Services Committee will be made in the fall. Brief discussion followed on the need for all officers to take an oath/affirmation. Mike McLaine explained that while the Secretary of State has made allowances for remote notarization, Mike would prefer that officers appear in person to take the oath. Maureen will ask officers to call or stop in at the Town Office when Mike is available (Monday evenings, Tuesday morning, 4<sup>th</sup> Saturday a.m. of the month).

Motion: To appoint Officers to Town Positions as proposed and discussed—moved by Maureen—all in favor.

### **Public Comment**

Mike McLaine shared a request received last week for hand sanitizer at the Town Office and Town Garage. Due to COVID-19, stores are having difficulty keeping hand sanitizer in stock; on-line purchases are back-ordered until end-April. Saxton's River Distillery has switched over its production and is selling 16 oz. bottles of sanitizer at \$10 each. Maureen noted that she picked up 3 bottles of the Saxton's River product, 1 for personal use and 1 for each of the road crew members. Maureen will share her bottle for use at the Town Office.

**Correspondence:**

Maureen noted the change in agenda sequence to share correspondence information with the public. This sequence will be reviewed periodically to determine whether it is worthwhile. Prior to the meeting, Maureen emailed correspondence received which included the following:

- A letter from the Vermont Planners Association (attached) and donation of \$100 to the Windham Meeting House fund in memory of Hal Wilkins; Hal was a member of their Executive Committee. Maureen will provide a copy of the letter to Louise Johnson; Maureen asked Louise to send a thank-you letter.
- Notice from the Vermont Department of Health (attached) regarding training offered for Town Health Officers, Selectboard members and other town officials. Online webinars are offered on mosquito-and tick-borne diseases, mold, and cyanobacteria ad recreational waters. Kord noted CDC guidelines re: frequent hand-washing using soap and water. If soap and water is not available, hand sanitizer (at least 60% alcohol) may be used.
- A Letter from the Vermont Dept. of Finance and Management was received regarding the need to submit an annual sub-recipient report as a condition of a municipal planning grant award received for Road Erosion Inventory (attached). Kord noted that this was related to the Better Roads grant, and that Jeff Nugent of the Windham Regional Commission needs to make contact with Alan May, Grant Coordinator for the Better Roads program. At issue is the dating of the final invoice from Windham Regional Commission. Kathy agreed to follow up with Dept. of Finance & Management.
- A letter was received from the Vermont Dept. of Health re: appointment of the Town's Health Officer (attached). This appointment is made by the State Dept. of Health based on a recommendation from the Selectboard. At its March 2 meeting, the Selectboard recommended that Marcia Clinton continue serving as the Town Health Officer. Joyce returned the paperwork to the State on March 4. This follow-up letter from the Dept. of Health and the paperwork sent most likely crossed in the mail. Joyce has a call in to confirm receipt of the information.
- A request for funding from Southeastern Vermont Community Action (SEVCA) was received in December but was misplaced (attached). Peter spoke with Linda Brooks, Exec. Asst. at SEVCA to explain the situation including the request being misplaced and funding cuts to Social Services this year. No further action is needed at this time.

Lastly, Maureen noted several Road Scholar brochures announcing upcoming classes—rescheduling is likely.

**New Business:**

**Town Propane Contract**

Kord has been in touch with Cota & Cota regarding purchasing propane from them at \$1.89 with no contract requirement as long as the Town owns the tank. Kathy reported that it was confirmed that the Town owns the tank. This price is better than what the Town was paying for propane through another supplier. Kord will check with Cota & Cota to see if the price is set or will fluctuate. Gail was able to cancel the delivery of propane through the other supplier.

**Special Town Meeting scheduled for April 2 – Governor's executive order re COVID-19.**

Maureen noted that the Special Town Meeting scheduled for April 2 to act on the question re: a 5-person Selectboard is in conflict with Governor Scott's executive order against large gatherings in order to prevent the spread of COVID-19. Because the Special Town Meeting has been warned, the meeting cannot be canceled. It was suggested that the meeting on April 2 proceed with a minimum of people in attendance and for the purpose of rescheduling the vote to a date and time certain (date and time must be specified in motion). Mike sent an email blast with this information.

Brief discussion followed on rescheduling to coincide with the date for the town-wide meeting to approve the school budget for 2020-21. The date for the school budget meeting is not known. Because of the uncertainty about when the restrictions to guard against the spread of COVID-19 might be lifted, it was suggested to schedule out further into the future. After further discussion, it was decided to schedule the Special Town Meeting for Tuesday, September 15, 2020 at 6 p.m. If the School Board decides on an earlier date for the meeting on the school budget, two separate meetings will be held. With regard to the April 2 meeting, Mike confirmed he is available to serve as Moderator but will have his young son with him. Maureen and Peter confirmed their availability. Kord may attend. Maureen reviewed the procedure for the April 2 meeting and noted the importance of maintaining social distancing.

### **Sign Certificate for Grand List**

The Grand List must be signed off by the members of the Selectboard as well as the Listers. Maureen suggested she sign the document and leave it for signatures by the required officials at the Town Office. Brief discussion followed re: digital signatures.

Motion: To sign the Certificate for the Grand List (2019)—moved by Maureen—all in favor.

### **Suggestions to fill the Committee Member Vacancies (Citizens Advisory and Meeting House)**

Maureen noted that Kathy Scott is willing to fill the vacancy on the Citizens Advisory Council and will contact Marcia Clinton. That leaves just one vacancy on the Meeting House Committee.

### **Dog Licensing – suspension of penalties until June 30, 2020**

Mike suggested waiving the penalty for dog licensing. According to the VLCT, the April 1 annual deadline for dog licensing cannot be waived or extended by towns. The Selectboard may officially waive the penalty for failure to comply with the April 1 deadline. VLCT recommends specifying a clear expiration date for the waiver which can be extended if necessary (see attached). Kord asked about signing off electronically; Mike responded that if the dog's rabies vaccine is up to date, the pet owner can pay by mail and receive a license and tag via mail.

Motion: To waive the penalty for dog licensing in Windham until June 30, 2020—moved by Maureen—all in favor.

### **The Meeting House—Discuss and Sign the Paperwork**

Kord reviewed work done to date re: transfer of ownership of the Meeting House noting that all that is left to be done is a formal motion by the Selectboard to accept the conveyance. Maureen expressed appreciation to Mike McLaine, Lexi Young, and Bob Fisher. It was also noted that the insurance premium through PACIF came in at less than expected.

Motion: To accept the conveyance of the Windham Meeting House from the Windham Congregational Church, Inc.—moved by Kord, seconded by Peter—all in favor.

### **Roads**

#### **Road Ordinance Policy – review Traffic Ordinance from 1994**

Peter reviewed the Traffic Ordinance adopted in 1994 and noted that several areas of the policy need to be updated/corrected. He suggested that the Sheriff's Department, if willing, review it along with the Selectboard before any changes are ratified. Kord noted that the Sheriff expressed the need to establish a town-wide speed limit. Peter noted that per the 1994 Ordinance, the town-wide speed limit is set at 40 mph. Peter will ask Mike to scan the 1994 ordinance to share with the Sheriff. Copies will also be sent to the Selectboard.

Maureen suggested issuing an invitation to Officer Lakin to attend an upcoming meeting for this discussion, likely the second meeting in April (4/20/20) since the next meeting would not allow sufficient notice. Kord suggested touching base with VLCT re: highway ordinance templates; Peter agreed to review the VLCT website for template information.

### **V-Trans Meeting**

Maureen noted that it's time for the Selectboard's Annual Meeting with V-Trans. Kord referenced an email he received re: the need to postpone meetings due to COVID-19 concerns. He will forward the information to the other Selectboard members. Meetings may be held electronically. Kord noted discussion with V-Trans re: turning back the structures grant and re-applying. He also noted that Windham will not receive a paving grant this year, but he has been told that we will almost definitely receive it next year. To elaborate more fully, he explained that Richard and Everett discussed the structures grant and other large culverts that were the subject of engineering and design work. They feel that the Chase Road culvert is the next priority for use of grant monies. Maureen asked about addressing the Rt. 121 culvert, and Kord responded that it is a long-term project and will require V-trans securing federal grant funding for part of the cost. Kord will forward the email he received from V-Trans about meeting postponement.

### **F550 purchase contract**

Kord reported that two items not in the original specs were identified by the road crew for further consideration. The front seats need to allow room for the plow control mechanism. A heavy-duty alternator was also identified as a preferred option. Kord received updated prices with these options from Stewart's and Lebanon which he will share. Both dealerships quoted prices within a few hundred dollars of each other. The all-season body was discussed briefly. The road crew is looking for a 9-foot body to accommodate the bucket loader, and prices have been obtained for the same basic size truck with a 9-foot body. A decision has yet to be made re: whether to go with a steel body vs. a stainless steel body. Kord will review the options and pricing further. Kord also reported Richard's concerns about the optics of purchasing a new plow truck at approx. \$100,000 when many residents are having issues paying property tax bills. Kord noted that some of the money is set aside in a "designated funds" account, and the Town approved funding of an additional \$30,000 via article at Town Meeting. Due to COVID-19, the Ford plant has shut down vehicle production to focus on Personal Protection Equipment (PPE). Kord suggested evaluating and comparing all the vehicle options and technical aspects in the meantime. The road crew will forward a final recommendation and pricing for consideration by the Selectboard when the time is appropriate.

### **Chloride contract**

Kord reported a supply shortage of Magnesium Chloride due to mine closure. Alternate supply sources are being sought. In the meantime, most suppliers have Calcium Chloride to offer though Kord noted it is more corrosive. Vance inquired about whether Town trucks are still being oiled to prevent corrosion; Kord replied that yes, the undercarriages of the trucks are being oiled but the corrosion is seen in the bed where the salt is loaded and in mechanical components.

### **Payroll/Bills**

Maureen noted an issue in the check detail where the first half of a page did not show actual figures—Kathy noted that checks were put in backwards and those checks needed to be voided. Brief discussion followed. Peter noted that the stone used this year on gravel roads is better for mud season due to the size of the material. Kord explained the change to a different supplier. Maureen asked Kord to sign off on payroll and bills.

**Adjournment**

Motion: To adjourn the Special & Organizational Selectboard meeting at 6:37 p.m.—moved by Maureen—all in favor.

Respectfully submitted,

Joyce Cumming  
Selectboard Clerk

Attachments:

- Selectboard Rules of Procedure—Town of Windham, VT
- Conflict of Interest Policy—Town of Windham, VT
- Correspondence:
  - Letter from Vermont Planners Association dated 12/26/19
  - Letter from Vermont Dept. of Health re: available training dated February 2020
  - Letter from Vermont Dept. of Finance and Management rec'd 3/4/20
  - Letter from Vermont Dept. of Health re: appointment of Town Health Officer dated 3/2/20
  - Letter from SEVCA
- Excerpt from VLCT re: dog licensing requirements