**Windham Select Board**

**Regular Meeting**

**November 21, 2016**

**Present: Frank Seawright Chair**

 **Kord Scott Selectman**

 **Maureen Bell Selectman**

 **Peter Chamberlain Town Treasurer**

 **Alison Trowbridge Select Board Clerk**

 **John Hoover Lister**

 **Sally Hoover Auditor**

 **Bob Bingham Planning Commissioner**

 **Jo-Jo Chlebogiannis Town Clerk**

The meeting was called to order by Frank at 6:30.

1. **Additions and Deletions to the Agenda:** Executive session will not be held. Slight changes were made to the order of the agenda. Jo-Jo brought up the need for new lights for the Town Office.

2. **Minutes of 11-7-16:** Kord made a motion to approve the minutes of 11-7-16 as presented. The Board voted all in favor.

3. **Resignation of Michael Simonds:** Michael Simonds resigned as energy coordinator, lister, zoning administrator, E911 coordinator and building safety officer. Alison Cummings is interested in serving as zoning administrator and E911 coordinator. Jerry Dyke has offered to help as a consultant to the listers until a new lister is found. He would be able to be paid as a consultant. The Board has heard that Bill Dunkel is interested in serving as energy coordinator. There are still vacancies for the building safety officer. Frank made a motion to appoint Alison Cummings as Zoning Administrator and E911 Coordinator. The Board voted all in favor.

4. **Update to** **Listers’ Proposed Budget:** The Listers have decided to not request any additional computer programs in the 2017 budget.

5. **2017 Proposed Budget:**

**Town Clerk Budget:** (See attached worksheet) Ellen McDuffie, the Assistant Town Clerk, may be retiring and in that case, Jo-Jo will be hiring her replacement.

**Town Office Budget:** (See attached worksheet) The Board has approved a new computer for the Town Office at a previous meeting. Jo-Jo will purchase a new computer and phones for the office on the current year’s budget. The Board will look into whether or not it is a worthwhile to stay on the antivirus software given reports in the industry that they are not effective.

6. **Road Crew Evaluation Process:** The Board will review the proposed road crew evaluation process emailed by Kord and will discuss it at the next meeting. (See attached).

7. **Correspondence and Pay Orders:** The Board reviewed mail and pay orders.

8. **Motion to Adjourn:** Maureen made a motion to adjourn the meeting at 8:20 pm.

Adjourned at 8:20 pm.

Date Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Select Board Clerk: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_