**Windham Select Board**

**Regular Meeting**

**February 6, 2017**

**Present: Frank Seawright Chair**

 **Kord Scott Selectman**

 **Maureen Bell Selectman**

 **Jo-Jo Chlebogiannis Town Clerk**

 **Jerry Dyke Local Hero**

 **Josh Dryden Road Foreman**

 **Bill Dunkel Energy Committee**

**Peter Chamberlain Town Treasurer**

 **Alison Trowbridge Select Board Clerk**

Called to order at 6:30 pm by Frank.

1. **Additions/Deletions to the Agenda:** Additions: a review of the Town Policy on the Use of Road Materials, new Town Clerk hours. A change in the order of agenda items covered was made to move record security to an earlier time in the meeting.

2. **Minutes of 1/23/17:** Maureen made a motion to adopt the minutes of 1-23-17 as presented. The Board voted all in favor.

3. **Records Security:** The Town needs a more secure system for confidential records. The Select Board keeps its own personnel records for their appointees. The Town Clerk keeps records for Town Clerk employees. The Board asked Jo-Jo to research the management of these records to protect people’s personal information.

4. **Road Report:** The Windham Hill Road is very frost heaved. Peter will check on the registrations for grader, loader and backhoe which are required by law. The office at the Town Garage is insulated, the heater is in and the door is supposed to be installed this week. The Select Board reviewed the Use of Road materials policy. Josh reported that some contractors have used the Town’s sand for customers. Frank reviewed bar graphs (see attached) that chart time spent on various tasks and the roads where the work occurred.

5. **Energy Conservation in Town:** Bill Dunkel is checking on the billing for the recent work done at the Town Garage. Frank said Phil McDuffie did some work on energy use by Town buildings. New lights have been installed in the Town Office. Bill Dunkel said the foam contractor was supposed to give quotes on insulating the whole meeting house as well as just the first floor and will also give a price to insulate the floor of the school. The Energy Committee is continuing to research the possibility of a solar project for the field behind the cemetery. A proposal from Sparky Electric to replace lights in the garage will be evaluated by the energy committee for cost effectiveness.

6. **Executive Session:** The Board went into executive session at 7:30 to discuss road crew evaluations. The Board came out of Executive Session at 8:10 pm. No action was taken.

7. **Re-appointment of Town Health Officer:** Frank made a motion to re-appoint Marcia Clinton as Health Officer provided she is willing. The Board voted all in favor.

8. **Heavy Weight Permit:** Newport Sand & Gravel applied for a heavy weight permit for a fleet of four trucks. Three vehicles, all 80,000 lbs. or under, were given approval. One vehicle weighing 99,000 lbs. was denied.

9**. Mail and Pay Orders:** The Board opened mail and reviewed pay orders.

10. **Motion to Adjourn:** Frank made a motion to adjourn at 8:30 pm. The Board voted all in favor.

Adjourned at 8:30 pm.

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

For File:

Employee Performance Evaluation

Use of Road Materials draft for Windham News & Notes

Road Crew task Bar Graphs