**Select Board Meeting**  
Monday, August 7, 2017  
Windham Town Office

**Present:**

**Frank Seawright Chair**

**Kord Scott Selectman**

**Maureen Bell Selectwoman**

**Claudia Voight Select Board Clerk**

**Vance Bell Conservation Commission**

**Peter Chamberlain Town Treasurer**

**Michael Simonds Energy Committee**

**Bill Dunkel Planning Commission**

**Tom Johnson**

**Louise Johnson**

**Jerry Dyke**

**Dawn Bower**

**Meeting Called to order at 6:29 by Frank**

**Additions/Deletions to Agenda**

* Kord would like to add a Treasurers and Old Business report to each meeting
  + Peter should be at meeting
  + Frank agreed

**Adopt Minutes**

* Maureen motioned to approve Minutes as amended

**Public Comment (3 minutes/person)**

* Ernie commented about Rescue operational hours and Windham potential registration
  + When initially opened it was open 24/7
  + Long wait to get service – very concerning – had personal issue when his wife was ill, was on wait for 40 minutes
  + Had to use his own care as he could not wait for ambulance service
  + Questioned registration that has been posted – Medicare recipients pay $60 for 3 ambulance rides to hospital
    - Dartmouth one time
  + Windham has not subscribed to service – he wrote to Select Board however never received a response – Rescue service is still subpar
  + Would like Select Board to look into this – Frank apologized as he thought Kord was looking into this issue for representation
    - Kord has been in contact – would be approximately $5,000 - $10,000 a year to be involved
    - Some conflict issues at hand
    - Kord will schedule a meeting to discuss Towns potential involvement
      * There are two Membership Programs that have to do with the type of insurance



**Announcements**

* Frank has lived here for 17 years and saw a pileated woodpecker for the first time
  + Very unusual, should report to website ebird which is operated by Cornell
* Kord – meeting has been set with Sarah Jarvis
  + Will need screen/projector for presentation
* Maureen – going for DER training to help Marsha

**Grants, Training, Meetings, Events**

* Kord – nothing new at the moment
* Josh would like to get in touch with a few contractors
  + Have approximately $124,000 in funds
* Planning Commission may want to apply for Grant in case they need assistance in Town Plan
  + Windham Regional Commission is accepting applications – need to get more information
  + Money to be used with new Town Plan
* Bridge Grant in process
  + Frank – we did not budget for matching Grant
  + Need to estimate amount
  + Select Board is authorized to borrow money
  + Kord to start follow up
* School Bus/School Board
  + Kord stated that the school has signed the agreement with Utility company
  + There needs to be better communication between School Board and Select Board
  + Maureen suggested that School Board submit their Meeting Minutes and Meeting Warnings to the Town
  + Michael stated that the Supervisory Union has been pressuring the School Board to buy into a Solar project

**New Business**

* Department Budgets
  + Budgets – Kord stated that all departments need to take responsibility to handle their Budgets for particular line items so everyone has understanding of what is available to spend in each area
* Transfer Station
  + As of October the payment system will be changed to a Punch Card system
  + Windham is not on the list as a Town that is able to sell the Punch Cards or Annual Sticker
  + Will need to go to Londonderry to purchase
  + Fees for trash/garbage will go up 33% for a larger bag, small bags will have a small increase
* Illegal Trash Dumping
  + There has been trash being dumped illegally on Hitchcock Road
  + Frank has spoken to the Sheriff, gave him all information
  + Sheriff said they don’t deal with this and instructed Frank to call State Police, Trooper responded and checked out the situation, no resolution at this time
  + Frank suggested that a notification be put into the News and Notes to residents
  + Consensus of opinion that the property owner should not be held liable as they may not be aware that this is happening
* Energy Committee Report
  + 9 copies of chart for options for Solar Project for Town are available
  + Maureen questioned if the Select Board will need to appoint Committee Member
    - Yes – SB Team has to appoint
    - Maureen will look into VPIC site for more information
  + Energy Coordinator had to take an oath
  + Report put together by Ralph which outlined options available to the Town for Solar arrays
  + 1st possibility would be 150 arrays behind the cemetery field
  + Adjustments need to be made taking into consideration amount of energy used by each entity such as the school, fire department..
  + Arrays may be placed on private property
  + There is no rental income from arrays on private property
  + White Road update is proceeding – no knowledge of construction date – possibly 2018
    - If it goes forward then town will get $2,500 revenue a year for 500 klw but no rental income
  + If Town is interested we have approximately 2.5 months at best to go into agreement with Green Lantern otherwise it will be shut down
    - Process is slow – if we waited to May/June construction would be put off until 2019/2020 or so due to weather/season
    - Need to get final approval by Fall – a letter of intent needs to be signed – Frank said Select Board should look at the Letter of Intent
      * Can we get out of it if something changes
      * Public Utility Commission is less likely to approve
      * Kord asked when the Committee can have a recommendation together and is also concerned about running out of time
  + Frank is willing to commit Town to move forward however will need a Town Meeting and input from public
    - 9/18 Select Board meeting would be a good date to have a public forum
      * Should be held at the School
  + Select Board agreed to have Energy Committee put together a summary presentation for towns people
  + Bob Fisher needs to review the Letter of Intent
  + Energy Committee does not have a formal presentation however has noted options available and information about size, visibility and misc. other
* Security Cameras
  + Frank mentioned that some trees need to be cut back to increase visibility
  + Kord was at the school, he met with the installer to determine where to place cameras and overall cost
    - Kord asked installer to come to Town office with a plan for placement
    - Final decision is up to the school
  + Interim estimate of cost is approximately $2,500 which would cover 4 Cameras covering the Town Office covering all four sides of the building
  + A question about image quality – installer offered the ability to come to look at quality
    - Kord mentioned that we need good quality at night
  + Agreement to purchase the Cameras
    - Kord made motion to install cameras and pay out of Building Maintenance Budget
    - Seconded by Frank and Maureen
  + Motion by Kord to cut down trees
    - Seconded by Frank and Maureen
* E911 Administrator
  + Question revolving around whether this position is a paid position or volunteer
  + It has always been a volunteer position however mention that current Administrator will not do it without pay
  + Frank mentioned that some towns do pay and others do not
  + Kord asked how we can turn a non-paid position into a paid position
  + Maureen said we should put it in News and Notes for to solicit a non-paid volunteer
  + Kord stated that perhaps SB should put it out to public for vote
* Delegation of authority discussion
  + Kord suggested to have one person authorized to to approve certain decisions if no one else around to do so
    - Might be more effective to delegate certain decision making authority to specific Select Board members
    - Frank mentioned it would be good if emails could be exchanged to discuss specific decisions – should thrash this out with Sarah
* Town Office Janitorial Services
  + Frank feels it should be left up to the Town Clerk as to whether or not he wants to take on the responsibility or hire someone to clean
  + Michael/Town Clerk said it took him 45 minutes to clean
    - No need to hire individual
    - Michael will do it
    - Kord asked Michael to draft letter stating that he is willing to do the cleaning as part of his job description
    - Michael agreed to draft letter
* Town Office Exterior repairs
  + Frank was under impression that JoJo was going to hire someone to fix exterior
    - Still needs to be done
  + Kord feels we need to delegate Building Maintenance to do work
  + Michael gave list of items that need to be replaced – material cost approximately $250
  + Kord mentioned building needs to be painted
    - Painting needs to be put out to bid
  + A number of items in basement need to be looked at
    - Insulation falling down and misc. other items

**Correspondence, Review Bills and Sign Orders**

* Treasurers Report
  + Peter - $315,990.42 which does not include paving which is separate
  + Taxes are coming in
* Unregistered dogs
  + Frank read list of unregistered dogs in town
  + Notification should be made to owners
* Voter List
  + List needs to be updated and remove any former owners who have moved

**Motion to Adjourn: Made by Frank at 8:45**

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