**Select Board Meeting**

December 4th 2017

Windham Town Office

**Present:**

Frank Seawright Chair

Kord Scott Selectman

Maureen Bell Selectwoman

Claudia Voight Select Board Clerk

Vance Bell Planning Commission

Peter Chamberlain Town Treasurer

Tom Johnson Planning Commission

Louise Johnson

Jerry Dyke

Dawn Bower

Mary Boyer

Susan Persa

Meeting called to order by Frank at 6:31

**Changes to Agenda**

* Kord requested to go into executive session for a few minutes after meeting

**Approve previous minutes**

* Maureen moved to approve 11/20 and revised 10/19 minutes –all approved

**Announcements**

* Notice from church that a family from Nicaragua is looking for housing
* father is in currently in jail
* wondering if town thought about supporting refugee housing –
* Frank commented he has had experience working with refugees in past – it’s not easy to find housing, it’s also a big responsibility for the Town\
* Jerry just floating it out there for consideration
* conversation revolved around finding an organization that specializes in this such as Neighborhood Connections
* Jerry will put Clair from Church on further outreach

**Grants, training, meetings, events, other**

* Frank commented about Windham regional Commissions energy plan –
* Vance & Bill will attend the one on Wednesday
* Vance – energy committee question to Select Board – do they want meetings regarding Solar, Select Board does want meetings
* It was suggested that this be posted on the Town website with a comment section so that the residents can have opportunity to comment then have a vote, is Select Board ok with this?
* Frank is fine with it however as long as both sides of the issue is present – both pro/con
* Maureen thought that Vance wanted to present this at Town Meeting and Vance acknowledged yes then have a vote there
* It would become an article in itself
* Comment also regarding posting it in the News and Notes as not all residents may have access to internet and having a suggestion box available
* Kord comment that the plan is well thought out.

**Site proposed for War Memorial** – M Boyer & S Persa

* Mary Boyer – $4,900 raised thus far
* John Stevens helping to gather names, difficult to get some names – had to be born, died or registered for war in Windham
* Plaque will be bronze, will be easy to upgrade
* Walter Woodruff looking for large stone for plaque – looking for native stone
* Location is another issue – they are checking out locations that other towns have used, considering the cemetery – however it may become lost among the other stones – they feel the Town Hall area would be good – out front by traffic – to right of driveway is area of consideration – a bit behind the mailbox - Kord feels that may be a good location. They are asking if Select Board would approve location
* Frank asked if perhaps asking someone who specializes with gardens to give opinion
* Mary asked Select Board for motion to continue to move forward with location and definite vote to go forward in spring. All in favor yes
* They are also submitting to State/Sen Sanders for aprox. $1,000 grant which is available for projects like this.

**Census**

* Maureen attended census meeting – state gearing up for 2020 – will be sending maps/paperwork to her as coordinator for Windham
* Kord asked what is involved – Maureen responded that all we need is to confirm addresses and then Census bureau takes over

**Budget planning**

* Town Office- Town Clerk Michael came in to give report
1. Monitor for presentations
* Question about Lister computer – Frank had suggested a larger monitor – prices are reasonable now – 50” - $ will need to be added to budget to cover it.
* Kord asked why it is felt that each Lister should have their own computer – response is that all records are digitized
* Good to have larger one for meetings to show documents and misc.
* Kord asked about where it would be mounted – various location considerations
* Kord asked if perhaps it would be better to have a screen/projector – yes however Vance mentioned that if the meeting was relocated it would be more difficult to move the Screen and Projector
* Needs to be priced out. Frank feels it would be useful – Maureen asked Vance to price it out. Line item needs to be added into the budget
* Frank it sounds like we need to have a plan – M how do we get to a final plan – Pricing quested on budget – Frank will research- conversation revolved around cost/necessity – how used..etc.
* Line item for projector/screen will be added

 2) Copier

* Copier line item expense was cut back - $800 may be too high

 3) Furnishing – Mike doesn’t feel we need anything in office

 4) Web Site Management – new line item

* Vance distributed breakdown – attached, discussed
* Suggested adding $100 to website management fees. Kord asked what does Vance feel is fair fee – response $1,000
* Town Website included in Web Site Management Budget

 5) Vance’s Salary

* Peter needs to know how many hours to budget for Vance’s salary at $10 an hour
* Peter will budget for $1,000 for now – all in favor/yes. Maureen obstained.

6) Office Supplies

* Mike commented on office supplies
* Postage was $2,000 more than what we actually used this year – cut back to $1,100

7) Public Notices

* Have been posted

 8) Election Ad

* Ad was placed for election, cost approximately $108, Peter asked if voting regulations needed to be posted – consensus is yes

 8) Social Services

* Distributed and discussed – Peter commented that committee agreed to drop Connecticut River Transit and Food Bank also needs help, the Vermont Food bank does not cover all services needed, this article needs to be “warned”, Michael commented that deadline for warning is 1/18
* Frank commented Select Board is good with Budget bottom line, Maureen responded that it would need to be plus Londonderry Food bank $250 – all in favor

**Correspondence**

* Select Board distributed and reviewed correspondence
* Request for someone to be coordinator for Green Up Day, a note to be put in News/Notes

Sign Orders: Orders signed

Executive Session

* Select Board adjourned into Executive session

Adjournment at 8:08, no action taken