Annual Meeting

**VTRANS & Windham Road Crew**

March 28th 2018

Town Office

Present:

Joshua Dryden Road Foreman

Kord Scott Selectman

Robert Kehoe Selectman

Maureen Bell Selectwoman

Meghan Brunk VTRANS D2

Marc Pickering VTRANS D2

Meeting called to order at 10:30 a.m. by Kord Scott

**Annual Plan & Budget:**

* Discussion revolved around obtaining Grants and Annual Plan
  + Marc explained the parameters for applying for a grant and what the State looks for during an assessment
  + Items covered included
    - Percentage covered by state
    - Threshold in emergency to qualify for grant
    - What State looks for during assessment
    - Road classifications
    - Process Town needs to take if new road added to Town

**VTRANS Orange Book:**

* Marc gave Kord a copy of The Orange Book
  + The handbook is provided to assist and guide the elected and appointed officials within local government in the State of Vermont.
  + It is intended to provide a general understanding of the processes regarding the various state-aid programs available via the Agency of Transportation and selected responsibilities of the officials.

**Financial Plan:**

* Marc distributed the Annual Financial Plan with estimates/breakdown to be reviewed by Select Board and signed if accepted
  + - Income which shows estimated State Funds and Town Tax Funds
    - Expenses which cover Winter Maintenance, Non-Winter Maintenance and Major Construction Projects with estimated amounts
  + Financial Plan reviewed
    - Motion by Kord to approve Plan from VTRANS
    - Approved
* Certificate of Compliance
  + Marc distributed the Certificate of Compliance for Town Road and Bridge Standards & Network Inventory for review and signature
  + Certificate reviewed by Select Board
    - Motion by Kord to approve Certificate
    - Approved

**Class 2 Paving Plan:**

* Meghan asked to verify that the Towns Class 2 Paving Plan is not a go for this year
  + Kord confirmed that it is not however that Marc had encouraged the Town to apply anyway as a precaution
  + Marc commented that applying each year shows need – the Program is approved by the Legislature – helps to get increased funds for the State
  + Marc mentioned that the plans are supplemental to Town Plans/Funds and suggest the Town always have backup Funds
  + Critical nature of the Project needs to be looked at
* Maureen asked about the application process
  + Marc responded that it is an easy two-page application
  + Meghan will send the application
  + April 15th deadline
* Kord asked where the Town stands
  + Meghan responded that Windham is 16 for paving
  + Usually a 5 to 8-year turnaround
  + Windham has 9.2 miles of Class Two roads
* Maureen asked where Windham falls with the 9.2 miles
  + Meghan responded the smallest is 2 miles and largest is around 20 miles so Windham is almost in the middle

**Road Posting, Reclassification and Enforcing Policy:**

* Conversation turned to destruction of main roads in the Town due to the increased truck traffic using Windham Hill Road as a cut through from Route 30 to Route 11
* Marc commented that if the roads are properly posted the Town has ability to enforce policy
* Reclassification the road is a process and will also effect money from State
  + Section 13-3 in The Orange Book outlines the process
* Bob commented that the Town needs to determine what avenue they want to take to minimize truck traffic
  + Suggested a meeting around this topic be held
  + Kord agreed they need a special meeting to discuss paving issues and misc. other

**Structures Grants**

* Meghan asked if the Town has plans to apply again
  + Kord responded yes
  + Town has been setting aside some money for projects
  + Kord mentioned they have engineer estimates
  + Marc responded that we can use the estimates and encourages us to apply each year
  + Meghan offered her assistance with the application process – email her the estimates

**Erosion Inventory Plans**

* Meghan inquired about the Erosion plans
  + Kord responded that we have not started it however the deadline for submission is July 30th
  + Windham Regional Committee is supporting Select Board with this
  + Meghan said she is available for additional information and will be happy to assist

**Bridge Inspection Report:**

* Meghan mentioned that the Inspection Report is available on line and she will send the link
  + State does not send report via email any longer
  + Report shows State Projects and misc. other information
  + Bridges over 20 feet are inspected every two years

**Salt Storage:**

* Marc brought up the subject of end of season salt storage with Josh
  + State keeps full load and has sheds to hold reserves
  + Recommend that the Town keep the shed full at the end of the season
  + Marc also mentioned there is grant money available to build larger shed if needed
* Kord asked Marc about available grants for buildings and equipment
  + Marc was not aware if so
* At 11:45 Kord made a motion to enter Executive Session to discuss personnel issues.
* No decisions were made.
* The Selectboard exited Executive Session at 12:30.

Maureen moved to adjourn the meeting – all approved.