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# Windham, VT Selectboard Minutes

Regular Meeting

# July 2, 2018 6:30 PM

# Windham Town Office

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Present:

Kord Scott Selectman

Maureen Bell Selectwoman

Bob Kehoe Selectman

Claudia Voight Selectboard Clerk

Peter Chamberlain Treasurer

Keith Jungermann Auditor

Kathy Jungermann

Mike McClaine Town Clerk

Vance Bell

John Hoover

Sally Hoover

Russ Cumming

Joyce Cumming

Dan Diaz

Richard Pare

6:31 Call to order by Maureen

Additions to Agenda/Announcements/Reminders:

* Legislative Commission on Act 250 Forum – Manchester July 11 and Rutland Sept 5
  + Maureen discussed the public forums that are being held by the legislature – re: next 50 years – one in Manchester, she gave out schedule
* Maureen discussed specs about the Marijuana Law that just went into effect in Vermont making it legal to smoke in the state

Approve final minutes for June 18th Selectboard and June 19th Road Crew meetings:

* A few edits to be made on each and represented

Public Comment: limit of 3 minutes/comment, if topic is not on tonight’s agenda:

* Peter – had question regarding money in the budget for a trailer that was supposedly purchased in 2017 for salt/chloride tank
  + Kord responded that the money was budgeted for the trailer however they purchased a pump
  + Peter said that in the notes it still directs the money to a trailer and he will correct it to state pump
* Mike commented on the money in the restoration fund which is to be used for preserving documents in town’s records. There is over $9,000 in fund – he received a quote to restore the town map for $350 which also includes a CD – he needs approval from the Selectboard to move forward.
  + Kord made motion to approve having map restored as quoted – all in favor – approved
* Mike also commented about having the Annual Reports put into a hard cover binding – he noted that Reports going back as far as the 1920’s are bound – it seems that Reports from the 1990’s to present need to be bound
  + Mike will get a quote to have them bound
* The Primary election is coming up on August 14th – volunteers needed – see Mike – need coverage

New Business:

* Schedule employee evaluations.
  + Claudia – following next regular Selectboard meeting on July 16 suggested
  + Josh – following next Road Crew meeting July 17 suggested
  + Kord suggested moving them to the fall
  + May want to do research from VLTC to make certain they have the right procedure/standards
  + Maureen asked Kord or Bob if one of them would follow up with VLTC to obtain information
  + Kord responded that he has some information and he will present what he has
  + Josh will be moved to the fall and Claudia’s will take place as scheduled
  + Kord questions should we do casual or formal, Vance stated that they need to go with policy otherwise it doesn’t work, to be discussed at next meeting
* Driveway Culvert Maintenance & Replacement policy
  + Discussion revolved around the policy process, it needs to be clarified as well as which Culverts are responsibility of the Town and which ones the homeowners are responsible for
  + Kord had conversation with Mark from Vtrans in regards to the policy, the bottom line if the Culvert is in a critical location Vtrans will come out and clean or replace if need.
  + Maureen questioned if surrounding towns have a written policy in regards to Culvert maintenance – she will follow up on this
* Water runoff
  + Russ opened discussion regarding concerns about water runoff – homeowners need to be notified that water needs to be redirected to prevent issue
* Generator maintenance agreement and repair
* Bob discussed Yankee and their guarantee on their generators, cost differential – from purchasing policy
* Selectboard to review bids and that there may be extra fees involved
* Kord made motion to go with Yankee generator– all in favor – yes
* Boiler maintenance contract
  + Kord opened discussion regarding a maintenance contract for the boiler, he will reach out to Cota & Cota
* VT Coalition of Municipalities check
  + Maureen questioned what account the check received from the disbanded VT Coalition should go into – organization prorated funds and allocated checks to member towns
  + Kord suggested it be put into the highway account or into the town office restoration fund
  + Peter would like Selectboard to decide
  + Kord made motion to put it into M/I account – all in favor –approved
* Municipal Hwy & Storm Water Mitigation Grant Program
* Maureen stated receiving notice of program the State has presented from Vtrans – letter attached outlining plan
* Discussion revolved around need to research and the deadline
* Given to Bob to look into
* Cost of Living Increase
  + Maureen will check Windham Personnel Policy for Cost-of-Living-Increase (COLA) information. Per info from Peter, it should be a 2% increase for 2018, starting in Q3.

Old business:

* Green Lantern Solar Project cancellation
  + Green Lantern solar project in Windham has been cancelled due to Green Mountain Power restrictions as well as feedback and restrictions from the Cemetery Commission making the project unprofitable.
* PACIF Update for garage repairs
  + Received an estimate from Sparky Electric (attached). Have not had a quote from any other vendor.
  + Bob will double-check with Josh on Tuesday to see if any quotes came in.
  + In the event there are no other bids, Kord motioned that we award the job to Sparky Electric so they can meet the July 25 deadline. Kord and Maureen voted aye. Bob abstained.
* Municipal Roads Grants-In-Aid Program (MRGP) – application fee
  + Treasurer did not cut a check for the application fee.
  + We have until the end of July, so it will be available at the next meeting, July 16.
* Sheriff’s contract
  + Maureen moved that we increase the Sheriff’s presence in town from 8 to 10 hours a month for speed monitoring.
  + Discussion regarding speeding on Windham Hill Road and Rt 121 ensued.
  + Discussion regarding speeding on unpaved roads – tickets on these roads are more difficult for the Sheriff to defend and therefore he prefers not to monitor them.
  + Talked about new signage: YIELD sign at Abbott & Woodburn. Will check the procedure in The Orange Book and with Mark Pickering of VTrans.
  + Lastly we discussed a problem at George Dutton’s house on West Windham Road. Will consider a SLOW sign or BLIND DRIVEWAY sign.
  + All voted in favor of the increase Sheriff’s hours. Kord will contact them regarding the actual contract.

Correspondence/Payroll/Bills:

* Went through correspondence, payroll and bills. Final report from Environmental Products & Services is attached. Zoning permit application from Andrew Blanchard is attached.

Next regular meeting: Monday, July 16

Maureen motioned to adjourn meeting at 8:05 pm – all in favor

Respectively submitted – **Claudia Voight** – Selectboard Clerk