**Windham, VT Select Board Meeting**

Regular Meeting

October 1, 2018

Windham Town Office

**Present:**

Kord Scott Selectman

Maureen Bell Selectwoman

Bob Kehoe Selectman

Peter Chamberlain Treasurer

Claudia Voight Select Board Clerk

Kathy Jungermann Auditor

Carolyn Partridge Windham School Board

Kathy Scott Act 46 Committee

Sally Hoover Auditor

John Hoover Lister

Vance Bell

Keith Jungermann

Richard Pare

Dawn Bower

Chris Cummings

Russell Cumming

Joyce Cumming

Kate Wright

Louise Johnson

Tom Johnson

Bill Dunkel

Meeting called to order by Maureen at 6:30 pm

Additions to Agenda/Announcements/Reminders:

* Maureen has a couple
  + Email from Russ in regards to changes in Toad Road. Kord suggested going out to check it out – the overall issue is related to changing configuration of intersection – many long trailers/horse trailers, can’t make turn with new design. Select Board needs to take a look at it. Discussion revolved around if trailers can make turn and issue at hand.. Discussion tabled to another time so Select Board can review and discuss before next meeting.
  + Vance and Maureen are going to attend VLTC classes in Record Keeping and other that pertains to town business
  + Last week for applications for new road crew member – Maureen received two applications previously – Dan knows someone who is interested – Vance mentioned receiving one phone call from interested party but the individual does not have a CDL.
  + Maureen let everyone know it’s time for the next News and Notes a publication, if anyone has anything to announce let her know
  + There is a representative coming from the Brattleboro Development to talk about Development in two weeks.

Approve final minutes:

* 9/17 Select Board Minutes have been corrected and Maureen moved to accept as corrected- all in favor
* 9/18 road crew – Maureen missed some details – she asked for input from individuals who were in attendance to correct on specific items– will edit and represent at next meeting

Public Comments:

* Bill Dunkel – Select Board and Richard Pare may be aware of the letter. Bill read letter he received – copy attached - he suggested hosting a forum to discuss how it will impact the Town, inviting the public
* Bill – Town Energy Committee will participate in the Button Up Program – also called a Hero Program, sponsored by Efficiency Vermont. This will be a kickoff event, the public can attend
  + You can sign up with contractors who will do a free walk through your house and tell you what you can do to save energy
  + The Town wants to participate in program – tentative date set in November may pose a conflict if so an alternate date will be announced.
* Carolyn Partridge– School board voted to warn a vote – see attached letter regarding the forced merger.
  + The Warning is for the meeting scheduled for 10/29 and the vote for 11/6
  + Carolyn read the letter to group
  + Mike/Town Clerk will check with the Vermont Secretary of State regarding any legalities
  + Carolyn is open to any questions
* Bob Kehoe spoke with Tim Wakers who is interested in doing the Solar Field work
  + Discussion revolved around reaching out to Tim Wakers to set a meeting to be able to move the job forward. Bill will have Ralph Meima of Green Lantern Group reach out to Tim Wakers.

**New Business**

Windham Enhanced Energy Plan Hearing:

* Hearing was set about the Energy Plan
  + Presenting the Plan again and open for any comments or suggestions
  + Bill Dunkel thanked Vance for edits he made – and thanked the Energy Committee – he identified members present from Committee
  + This is an effort to get the Town in line with the Act and Windham Regional Plan
  + Select Board has the authority to make changes/suggestions
  + If the Plan is approved it will sent to Windham Regional Commission for its review
  + Windham Regional Commission will hold a public hearing
  + Bill Dunkel attended meeting for Londonderry to see how process was done, he does not see obstacles in the way for Windham in the process
  + Maureen commented that if there are no comments/corrections the Select Board needs to move to adopt the Plan before sending to the Commission, this has to be done after the public hearing, the Select Board will vote on adoption at the next meeting
  + Bill Dunkel asked if anyone has comment – none, Maureen moved to move forward – approved.

Letter presented by the School Board for the Selectboard to sign:

* Maureen brought up letter
  + Kathy Scott made correction that the letter was not from School Board – letter was from Act 46 committee presented from Mary Boyer – Correction noted
  + Maureen on record did not sign it – Kord and Bob did
    - Kathy Scott asked Maureen why she didn’t sign –
    - Maureen responded that she didn’t know enough about the issue

New signs and posts:

* Bob Kehoe commented that the right locations for placing the signs need to be defined
* A quote for the signs/installation was distributed to Richard
* Kord will meet with Jerry Lafleur/land owner who has an interest in where the signs will be placed
* Email and letter attached

2 Wired Guys contract:

* Mike sent the contract
  + Everything is taken care of

**Vermont Better Roads Grant Program – FY2020:**

* Maureen received a reminder regarding the Vermont Better Roads Grant Program
  + She shared the reminder with the Select Board
  + Money is available, applications will be available until the end of the month
  + Maureen asked Kord to review it since he is the most knowledgeable on the subject
  + Kord responded that he will review and update at the next meeting

**2019 Budget – Selectboard and Auditors:**

* Select Board Budget
  + Select Board reviewed the proposed Budget for 2019
  + Maureen suggested reducing some numbers in a few areas
  + Discussion revolved around possible unforeseen items coming up that are not budgeted for so it’s best to err on the side of caution in regards to reducing the proposed numbers
  + Proposed Budget reduced by $2,500
* Auditors Budget
  + Sally Hoover presented the Budget
  + Auditors are asking for everything to stay the same however requesting their own computer
    - The one they currently use is slow due to the amount of data and the settings get changed depending on who is using it
    - Maureen commented that perhaps 2 Wired Guys can take a look at it
    - They will try this first and if it can’t be fixed then the cost for a new one would be under $1,000
    - Vance Bell will reach out to Frank to have it looked at

**Old business**

Road Budget Review:

* Maureen thanked Peter Chamberlain for Review
* Kord met with Richard Pare with request from Peter Chamberlain to be more disciplined with the budget for the remainder of 2018
  + They are still $60,000 ahead however the rest of the year is upon us including some winter
  + Maureen brought up discrepancy she saw in breakdown presented by Peter which was $59,000 opposed to the $68,000 – discussion revolved around this – Peter wants the Select Board to better manage some line items
  + Kord will come prepared at next meeting with suggestions as to how to move money around if needed. He will meet with Richard to discuss
* Maureen mentioned that Joyce provided a sample form to use for budget transfers
* Kord brought up the need for a purchase order process
* Kord discussed the 550 truck with Richard – upkeep and moving forward
  + Discussion revolved around the future use of the 550 truck – need to think of developing a vehicle replacement schedule
* Bob asked if a discussion should take place re: culverts and budgeting for work to the culverts
  + Richard can meet next week to discuss
* Peter reminded the Select Board that there is not another road crew member yet so the salary line item is slightly ahead due to this
  + Maureen asked Kord to keep Select Board informed of where money is moved around with roads budget. Kord will meet with Richard.

Correspondence/Payroll/Bills:

* Select Board ran through payroll and all bills
  + Maureen made Motion to move Housing Rehab Program from TD Bank to Peoples United Bank – all in favor – approved
  + Documents need to be notarized, Maureen signed
* Maureen read Memorandum from Windham Congregational Church requesting relinquishing their share of ownership – discussion revolved around request –
  + Maureen will be reach out David Crittenden to schedule meeting with Select Board
* Salt contract received – tabled to discuss later

**Executive Session:**

* At 7:54 pm Maureen moved to go into Executive Session and invite Richard, to review Dan Diaz’s employee evaluation with the Selectboard.  All in favor.
* At 8:30 pm Maureen moved to come out of Executive Session.
* No actions were taken.
* At 8:34 Kord moved to adjourn the meeting.  All in favor.

Next regular meeting: October 15

Respectfully Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Select Board Clerk 10/5/2018

Attachments:

* + - Budget update from Peter Chamberlain
    - Email dated 10/1/18 from Russell Cumming re: Toad Road modifications
    - Town of Windham letter dated 9/18/18 re: School merger
    - Memorandum from David Crittenden re: request to be added to agenda to discuss future of meetinghouse
    - Access Permit application dated 9/3/18
    - Zoning Permit application #637
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    - Warning re: Windham school district informational meeting
    - Budget for Town Auditors and Select Board