**Windham, VT Select Board Meeting**

Regular Meeting

December 3rd, 2018

Windham Town Office

**Present:**

Kord Scott Selectman

Maureen Bell Select Board Chair

Peter Chamberlain Treasurer

Claudia Voight Select Board Clerk

Kathy Jungermann Auditor

Mike McLaine Town Clerk

Russell Cumming

Joyce Cumming

Meeting called to order by Maureen at 6:30 p.m.

**Announcements:**

* Kord – would be nice to write letter to emergency personnel as well as the Road Crew to express appreciation for their hard work during this past week’s storm
  + Kord will write letter
* Budget numbers for storm damages
  + Maureen commented that this may not be a good day to discuss
    - Estimates for storm damages for Windham Regional Commission
    - Copy attached
    - Kord sent message to Melissa from WRC regarding the process following submission to WRC

**Approve Minutes:**

* Minutes from 11/5 – few final edits to be made; not approved
* Minutes from 11/19
  + Maureen could not find her notes for reference so need to table until see can find her notes

**Public Comments:**

* Peter – thanked Maureen and Kathy Jungermann for filling in this week
* Peter – at the school meeting there was a brief discussion in reference to developing an emergency shelter
  + Making the Town Office more user friendly by adding a shower
    - Kord mentioned a discussion he had with a town resident who went to Brattleboro to rent a hotel room as they have children and needed a shower
    - Maureen will reach out to Kevin from Londonderry Rescue in regards to this

**New Business:**

* Budget Planning – Town Office
  + Copy Budget attached – Mike ran through line items
  + Peter has submitted copy of line item changes after discussion at Select Board meeting – copy attached
    - Some line items have been lowered based on actual financial history
    - Kord asked Nemrc Cloud Service why their fee raised so much, no answer
    - Kord questioned Legal Expenses as the Town expects a bill from Bob Fischer – discussion continued around if it should be under the Town Office – decision to take out
  + Postage was increased due to expected increase in postage in general – expect 5 cent increase in January
  + Utilities – Mike suggested a local provider for Propane as we have out of state service in Keene now and during emergency it is difficult to get delivery if needed
    - Maureen made mention if the tank if owned by a certain company then they will provide service. Mike said we can swap to another vendor –
      * Discussion revolved around the cost of propane – need to call around for comparisons – Mike questioned if it’s time to get a larger tank so we can get higher delivery at a lower price
        + If we change companies the Keene company would take their tank and the new company would install theirs and fill it
        + We would be credited for the amount of propane left in the tank
        + Discussion revolved around finding a new vendor – what charges will be involved – would Keene charge to remove tank – would new company have initial charges for installation of tank…etc. -
    - Some budget items tabled until end of year so actual financial numbers can be utilized

**Old Business:**

* Town Office Building repairs
  + Mike had visit from Fire Marshall
    - He asked if it was possible to move the exit sign – subject removing door from south eves side of the building
      * Mike talked with John Posey last week and it would be a Spring project
      * Mike will put it out to bid – this will come out of the budget/maintenance fund for 2019

**Correspondence/Payroll/Bills:**

* Select Board reviewed all
  + Brief discussion regarding the Town Garage time cards – switching from old time cards to new sheets – Richard Pere is in favor of utilizing new sheet which is more detailed – finalized decision not made as of 12/3 Select Board meeting

Motion to adjourn meeting was made by Maureen at 7:37 p.m., all in favor

Next regular meeting December 17th 2018

Respectively Submitted: Claudia M. Voight December 7th 2018

**Attachments:**

Proposed Budget for 2019

Letter from VT League of VT Cities & Towns from David Sichel

Letter from State of Vermont, Office of General Council regarding Violations of Hazardous Waste Regulations from Kane Smart

Storm related cost breakdown