**Windham VT Selectboard Meeting Minutes**

**March 21, 2022 Regular Meeting**

**Via Zoom**

Kord Scott, selectboard chair

George Dutton, selectboard

Michael Pelton, selectboard

Mary McCoy, selectboard clerk

Kathy Scott, town treasurer

Gail Wyman, assistant town treasurer

Bill Dunkel, energy committee chair

Maureen Bell, former selectboard chair

Russell Cumming, lister

Imme Maurath, emergency manager

Kathy Jungermann, emergency manager

Abby Pelton, school board director

Bill Casey

Tom Johnson

Cathy Edgerly

Tom Widget

**Call to Order**

Kord announced the meeting and called it to order at 5:30 PM.

**Additions to Agenda/Announcements/Reminders**

Kord reminded the other selectboard members to provide their signatures for appointment assignments. He said that the matters of Rescue, Inc. and the selectboard clerk’s job description will be addressed at the next selectboard meeting.

**Approval of Minutes**

The minutes from the last two meetings, March 7 and March 14, were approved without changes.

**Public Comment**

Bill Dunkel reported that the Energy Committee will work again with Window Dressers to create window insulations for interested residents.

**Correspondence**

The was no correspondence requiring attention.

**New Business**

1. Bank Signers – Kathy Scott explained that People’s Bank has new procedures which require updating those who are signers for the town’s bank accounts.

**Motion:** To have Kord Scott, Kathy Scott, Gail Wyman, Ellen McDuffy, and Cindy Kehoe as signers on the town’s bank account and to have them confirm their signatures before a notary. Kord moved and all approved.

2. Energy Committee – Bill Dunkel reported that the Energy Committee is working with West River Valley 100% Renewable. Two solar installations, one in Wardsboro and one in Windham, have been approved by Vermont’s Public Utility Commission with installations beginning this summer. The committee is working to identify more possible sites in Windham for solar installations. The group is also looking into establishing a EV charging station in Windham.

3. VECAN – This a statewide network of energy committees, conducted a webinar that Bill Dunkel attended. Windham is expected to receive $118,000 from ARPA funds, which can be used in various ways, such as the weatherization of homes, upgrades in the heating systems of town buildings, a town solar installation, an electric school bus, and upgrades for broadband. The selectboard has total control and needs a plan.

**Next Step:** George and Michael will establish a committee to determine how these funds will be spent. All agreed.

4. Radio Operators – Jim McCandless and Tan Bronson are interested in providing radio communications in emergency situations.

**Next Step:** Michael will see how to move forward with these appointments.

5. First Amendment Audit – The VLCT has warned that filming in non-public spaces or of non-public information is not protected under the First Amendment. If we see anyone filming, we need to understand their right to do so only in open, public areas and only of public information.

6. Shared Equipment – The town can no longer rent a mower as we have in the past. Richard Pare has contacted Londonderry to see if we can rent their new mower when they are not using it. The Londonderry selectboard requested a proposal for this. We might also buy the mower we rented in the past. That mower was rented for $4500/week.

**Next Step:** Kord will contact Londonderry after getting more information, including info about paying for repairs and insurance.

7. Newspaper of Record – The VLCT clarified that we do not need to designate a newspaper of record, as we make warnings in our town report. Bob Fisher, town attorney, verified this. The Windham News and Notes doesn’t qualify as a newspaper of record since it is quarterly.

8. Collaboration between School and Select Boards – Michael emailed information about collaborations in other towns and cities in which various boards work together more efficiently, even conducting shared activities. Michael encouraged creative thinking about ways Windham groups can work together. All agreed that this would improve interactions in Windham.

**Old Business/Roads**

1. Town Email Addresses – Vance Bell will send instructions for setting this up for the selectboard. Kord will check with Vance about the benefits of having a dedicated account. Michael thinks it is a good idea for cyber security.

2. Calendar and Parking Lot – Kord spoke to the VLCT, which said it is feasible with care to have an online calendar and “to do” list. Michael said these would help ensure we are aware of timelines and don’t miss opportunities. He is familiar with these “records” in Outlook.

**Next Step:** – Michael and Mac will explore and coordinate this.

3. In-person Select Board Meetings – Kord checked with VLCT, and we can meet until January 15, 2023 via Zoom or via a hybrid of in-person and Zoom. Michael advocated for a hybrid. George suggested that if we have hybrid meetings, the selectboard members take turns being there in-person.

**Next Step:**  Members will look at the tool kit on this and discuss it at the next meeting.

4. ARPA Funds – The town has received $60,000 already and little of that has been spent. We have to submit an report by April 30. We need a committee to determine the best use of this money. George wants to be a part of the committee, and he asked Maureen to serve as well. Bill Dunkel has ideas he wants to contribute and will serve on the committee if no one else from the Energy Committee wants to. An administrator needs to be assigned to access the ARPA portal, in order to receive and file information. George will consider being the administrator.

**Next Step** – Decisions will be made at the next meeting.

5. Local Emergency Management Plan – Kathy Jungermann and Imme Maurath are in charge of this and will send related information to Michael and George.

**Next Step** – A report must be filed by May 1, and the selectboard must first sign off on it.

6. Local Hazard Mitigation Plan – Caroline Massa from VEM has a template to share for an RFP which we can use to request bids for someone to prepare/update this plan. She will send it after a fully executed copy of the LHMP development grant paperwork is circulated. Alyssa Sabetto of the Windham Regional Commission helped in the past. She told Kord it would take a year to a year and a half to complete the process. Imme feels we already have a comprehensive plan, created in 2015 which is 70 pages long. She wonders if we can simply update this plan.

**Next Step** – Imme will contact Alyssa and look for a simple solution.

7. Reappraisal by Listers – Russell said the reappraisal will go more quickly if we upgrade the listers’ NMRC system, so that all lister work is connected. The cost would be $395, and that money is available. Russ has contacted two appraisal companies to conduct the reappraisal, and both are booked until 2025. Kathy Scott expressed concern that the housing bubble created the need for a reappraisal and suggested getting legislative support to address this issue. Michael suggested collaborating with other towns with the same problem and maybe pursuing legal action from Bob Fisher’s help. Russ dismissed these suggestions, saying one person could work faster than a committee.

**Next Step** – Russ will provide more information at the next selectboard meeting.

8. Capital Equipment– We are awaiting information on the schedule development.

**Next Step** – This will be discussed it at the next meeting.

9. Chase Road Culvert Project – We are awaiting receipt of bids, which have a deadline of this Friday.

**Next Steps** – The bids will be opened with at least two people present. Everett (road crew) will say who gets the job. Selectboard will approve at next meeting.

10. FEMA Project – Meetings start this Wednesday.

11. Route 121 Culvert Project – There is nothing new to report.

12. Access Permit/Overweight Vehicle Permit – Some permit holders are not following the rules, and the selectboard has received complaints from residents.

13. Other Road Issues – The damage done to Hitchcock Hill has been reimbursed, but for materials only. Our road crew has made the repairs.

**Payroll/Bills**

Michael asked for information about the big ticket items on the financial report, and Kathy gave him explanations. Fuel is a major expense. Mac will send Kathy information about discounted costs for fuel through the Neighborhood Savings Group and Suburban Oil.

 **Motion:** To have Kord sign for payments. Kord moved and all agreed.

**Additional Public Comment**

Abby Pelton, who joined the meeting late, offered to help with the possible selectboard calendar and parking lot. She suggested that others can help the listers to support the reappraisal. She asked that the selectboard meetings start at 6:00, and she announced the upcoming campfire for the elementary school.

**Adjournment**

 **Motion:** To adjourn the selectboard meeting at 7:30 PM. Moved by George, and

 approved by all.

Next regular selectboard meeting is scheduled for April 4, 2022 at 5:30 PM.

Respectfully submitted,

Mary McCoy, selectboard clerk