Via Zoom:

Kord Scott, Selectboard

George Dutton, Selectboard

Michael Pelton, Selectboard

Vance Bell, various positions

Louise Johnson, Town Meeting House Committee

Tom Johnson, various positions

Kathy Jungermann, various positions

Imme Maurath, various positions

Stephan Maurath

Kathy Scott, Treasurer

Gail Wyman, Assistant Treasurer

Maureen Bell

Mr. Hoover

Russ Cumming

Thomas Widger

Bill Casey

Abigail Pelton

**Call to Order**

Kord announced the meeting and called it to order at 5:33 PM

**Additions to Agenda/Announcements/Reminders**

Kord congratulates those that won their elections and thanks those that chose to run for various positions.

No further additions at this time.

**1) Elect Selectboard Chair and Vice-Chair**

Kord expresses a desire to be the Chair. George and Michael both agree that this is appropriate.

**Motion**: Kord makes a motion to be elected to the chair.

No further discussion.

Motion unanimously passes.

**Motion**: Kord makes a motion to vote George to the Vice Chair. Michael agrees this is appropriate.

No further discussion.

Motion unanimously passes.

**2) Review and adopt Selectboard Rules of Procedure and Conflict of Interest Policy**

This is discussed briefly, and all agree that they believe that these are appropriate. No changes from last year.

**Motion**: Kord makes a Motion to adopt these policies and rules of procedure.

No further discussion.

Motion unanimously passes.

**3) Act on minutes from February 21 regular Selectboard Meeting**

No issues noted on the minutes.

**Motion**: Kord makes a motion to accept the minutes as they are. No further discussion.

Motion unanimously passes.

**4) Make appointments for Town Positions**  
**a. Selectboard Clerk Appointment –Discussion including finding interested/willing parties, responsibilities, recording/taping meetings, temporary/permanent minute production concepts, etc.**

Discussion regarding the position and potential value of having the position. George and Michael indicate that they wish to reach out to the community. An extension of an offer to those who have placed their name on the ballot for select board and town clerk. Kord indicates that Select board can reach out to those that they might want the position. Kord indicates that he has had several conversations with several persons and has not heard back from them. There is discussion regarding the position’s roles and responsibility. Maureen is going to send a copy of the current position’s roles and responsibilities to the board.

Kord indicates that the School Board currently has a paid position to record meetings. George ponders the idea about using zoom and upgrades on zoom to fulfill this role. The board agrees it might be nice to continue to zoom regular meetings if the technology will make it effective. Michael believes that keeping zoom would be a way to increase transparency and increased community access. Kord is going to see if we can move forward in a hybrid format, with an in-person meeting following the mask mandate conclusion.

Kord indicates that he doesn’t want to do the minutes. The groups discuss the potential of transcribing the zoom meeting into minutes. Michael indicates he will take on the minutes. Russ indicates that the minutes are not a direct translation and is a summary of the idea of heir statement. George agrees to help with minutes if needed.

**b. Review other appointments – per list prepared by Ellen**

The Kord/board discusses the list of /past and current positions as provided by Ellen Mcduffy. Kord indicates that he wants to discuss the roles and what they do and who was appointed last. He indicates that we can have the discussion and then have a blanket motion to pass them all as a package. Currently there is a Vacancy in the RACES Position this might be a valuable position in the event of an emergency as we update the LEMP. Bill Casey indicates that he might be interested in the 911 position. Russ indicates he can teach him what to do. Imme indicates that the E911 list needs to be updated as there are a lot of issues with the current list.

**Motion**: Kord makes a motion that we make appointments per the list and add Bill Casey if he chooses to do the E 911 coordinator.

No further discussion.

Motion unanimously passes.

**5) Public Comment:**

Abby Pelton indicates that there is new nonprofit in town in that supports education for all children, Friends of the Windham School House. She requests that folks email the nonprofit if they are interest in participating. She will share this email in the chat.

**6) Correspondence**

Kord brings up an Email received from Rachel Spangler asking about rescue inc. George asks if we can have her discuss this at the next meeting. Maureen indicates that we have a report, and she will send it out to the board.

**7) New Business:**  
**a. Welcome Michael Pelton. Introduce/discuss VLCT/PACIF, Selectboard Institute, address Office Key, etc.**

Kord welcomes Michael to the board and discusses the VLCT and PACIF. Michael has investigated it.

Kord brings up getting a key to Michael from Ellen.

Michael will coordinate this with Ellen at the town office.

**b. Discussion re Town Official email addresses (new domain name??)**

Kord discusses the idea to have town specific email addresses. Vance has set up a town web site email address. George and Michael believe that this is a great idea. Michael believes that these should be tied together so we can have a shared calendar for future planning. Abigail Pelton asks about addresses associated with Microsoft, as teams works better with outlook. Perhaps a package might be appropriate and less costly and have better functionality. Abigail indicates she could help with teams or zoom training.

**c. Discussion re SB Calendar, SB To-do List/Parking Lot, and Delegation**

Kord discusses the added benefit of having a shared calendar.

George discusses a “Parking lot”. Essentially moving items to a chronological list on the agenda of items that we need to revisit so we don’t lose track of important items. Russ ensures that we must list things on the agenda to ensure that they are warned and a to-do list must be on the agenda. Georges indicates that this is the intent. George is going to work on the list so it can be included on the next agenda.

Kord discusses the importance of delegation of responsibilities like the operation of the road commissioner. George and Michael agree that it makes sense to consider delegation of responsibilities. Michael asks about legality and terminology to ensure transparency. Kord is going to talk to the VLCT about this.

**d. Discussion re when to go back to in person selectboard meetings**

George indicates that he would like to have hybrid meetings by April and feels that it’s important to have direct contact with the community. Kord and Michael agree. Michael indicates that a hybrid meeting might be appropriate to ensure access and transparency. Maureen and Kord indicate that there hasn’t been any guidance from the Dept. of health. Kord is going to check with the VLCT what the recommendation might be for hybrid meetings.

**e. Discussion re Town Meeting Day**

Kord indicates that there have been 205 votes with Australian ballot and it draws out votes. He also indicates that there are folks that want the traditional meeting. Michael indicates that he likes the increased access that Australian Ballot offers but reflects that traditional town meeting is one of the only examples of direct democracy left and feels that it would be a shame to have it go away. George indicates that it would be nice to have an in-person meeting with zoom as well. Maureen indicates that a vote wouldn’t be allowed by zoom. Bill Casey indicated that it would be nice to have Australian Ballot and have the in-person meeting. Kord indicates we have plenty of time before next year to figure out the logistics.

**f. Discussion re ARPA Funds/Administrator**

We have been awarded $118,000 and need to have an ARPOA fund administrator. Kord discusses whether we could have a committee with the VLCT. Kathy asks if the ARPA administrator needs to be a select board member. Maureen indicates that Katie Buckley at the VLCT would be the point person to discuss. George indicates that we should discuss this with the VLCT and discuss this once with have gathered facts. Kathy indicates she will call Katie Buckley.

**g. Discussion re LEMP and LHMP including grant award**

Kord introduces Imme to Michael as she is an EMD and they are working on the LHMP. Kord discusses the LHMP and how it significantly effects our ability to reap funding from FEMA following an incident in addition to planning on how to deal with the issue. Imme indicates that a signature must be an ICS certified individual. Michael Indicates that he has Multiple ICS certifications.

**h. Discussion re expiration of Town Owned Building mask mandate on 3/9**

Kord indicates that we need to discuss the mask mandate also. Kord states he talked to the greater part of the town office staff. Russ indicates that he will wear a mask and support those who do wish not to. Bill states he agrees with Russ. Michael indicates that he believes that we should follow the state health departments guidance to ensure the best safety for the community. George agrees.

**Motion**: Kord makes a motion that we let the mask mandate expire on the 9th of march.

Motion unanimously passes.

**9) Old Business/Roads:**  
a. **Update on Reappraisal by the Listers**

Russ discusses the background of the reappraisal. The system is delayed and there are 58+ other towns competing for appraisals. The appraisal is a significant distance off logistically, approximately yr. 2024-2025. Our CLA applies to the education tax and will significantly for the next few years until we are reappraised and after it is equalized with the 3 years that it is calculated from. Russ indicates that CAMA needs updating. APEX 7 pro is the next software that we need in addition to a computer tablet pc. Nemreic indicates that we initiate the marshal and swift data base which helps to adjust after improvements are done on property. Total likely cost is approx. $2295.00. Kathy asks is Nemric is going to be the source for the grand list, but not tax administration and clarifies if Russ is going to recommend them for the reappraisal. Russ confirmed this was the case. Kathy asks about purchasing this if we choose not to go with NEMREIC. Russ confirms that these are used and recommended by the state. Michael asks if we need these updates now. Russ indicates that we will need them to get current then we will incur a $195.00 per year to maintain them and update. Russ indicates that we do not have property cards for all of the current properties, and this would help us get caught up.

**b. Update on Capital Equipment Schedule development**

Kord that he is still working on this and will update the board as thing develop.

**c. Update on Chase Road culvert project**

Kord indicates that we hired Everette Grant to do this project. Kord and Everett sought out pricing for the culverts with several bids from $50,000-97,000. Evert indicates that we should go for the $50,000 proposal for delivery in June or July. Michael asks of our town crew can install the culvert if there are challenges locating a contractor crew. Kord believes that it might be too large, but he will ask Richard. Richard is going to be the primary field supervisor to save money on the overall project.

**Motion**: Kord makes a motion to award the chase road box culvert to Concrete Systems Inc. for $50,702.

The motion passes unanimously.

**d. Update on FEMA project**

Kord indicates that Everette is designing the box culvert. All costs are coming together soon regarding this project to be current with FEMA.

**e. Update on RT121 culvert project**

Kord indicates that this is a work in progress. This is a long-term project.

**f. Other Old Business/Roads issues**

Kord indicates that Bill and Imme have been discussing the log bond process with Kord. This has been a long and interesting conversation especially after the lasted road damage issue. It appears that we will have to update zoning to encompass the issues posed. Kord indicates that he will update when they have finished fact finding. Golding road seems to be fine and the loggers are being considerate. George indicates he talked to Longview to encourage them not to drive on the soft roads. George indicated that he wanted to talk to Chester about overweight permits.

George indicates that here was an email regarding speed limits and traffic studies in town. He states he will put this in the cue (parking lot) for next meeting so we can discuss this in further detail.

**10) Payroll/Bills**

Kord discusses the bills. Maureen asks a question regarding payment to Chester telegraph. It is agreed that they were in the list.

**Motion**: Kord makes a motion to approve the bills and authorize Kord to sign off on them for the Selectboard.

The motion passes unanimously.

**11) Adjournment:**

**Motion**: George makes a motion to adjourn the Selectboard meeting at 718 pm moved by Kord.

The motion passes unanimously.

Next regular and reorganizational Selectboard meeting is scheduled for March 21, 2022, at 530 pm.

Respectfully submitted,

Michael Pelton, Acting Selectboard Clerk