**Windham VT Selectboard Meeting Minutes**

**July 29, 2022 Emergency Meeting**

**Via Zoom**

Kord Scott, selectboard chair

George Dutton, selectboard

Michael Pelton, selectboard

**Call to Order**

Kord announced the meeting, called it to order, and started the recording at 7:03 PM.

**Purpose of Meeting**

The reason for this meeting is to correctly appoint the members of the Zoning Board of Adjustment in time for the ZBA’s meeting this coming Tuesday, August 2. These appointments are necessary because some of the appointments were not made correctly.

**Appointments**

Michael asked if the selectboard needed to talk to the town clerk about how to avoid this problem in the future. Kord explained that the appointments to the ZBA are necessary because individuals had been appointed in different ways, due in part to Covid and different clerks completing the appointment papers. Bob Fisher, town attorney, recommended we appoint all members correctly now. Kord said Town Clerk Ellen McDuffie knows what needs to be done.

 Michael asked if the selectboard needs to appoint a chair for the ZBA. Kord said that as chair of the Planning Commission, Bill Dunkel is the de facto chair of the ZBA.

 Michael asked if it is town policy that the members of the Planning Commission are also the members of the ZBA. Kord said that Vermont statute states that the ZBA in rural communities may consist of the Planning Commission members, with others added if that is chosen. We need to make it clearer in our town policies how we do it in Windham.

 **Moved:** To appoint Bill Dunkel, Dawn Bower, Vance Bell, Chris Cummings, Tom Johnson, and Kate Wright to the Zoning Board of Adjustment for terms that correspond to their terms on the Planning Commission. Kord moved, and all agreed.

 **Next Step**: Ellen will prepare the forms for the six people appointed to the ZBA, with the terms of their appointment corresponding to their terms on the Planning Commission. The selectboard members will sign the appointment forms by Sunday, so that the appointees can take their oaths on Monday.

**Adjournment**

**Moved:** To adjourn the meeting at 7:13 PM. Kord moved and all agreed.

Respectfully submitted based on the Zoom recording,

Mary McCoy, selectboard clerk