

**Windham VT Selectboard Minutes
January 3, 2023 Regular Meeting
on Zoom Only (due to internet outage at Town Office)**

Via Zoom

Kord Scott, selectboard chair
George Dutton, selectboard
Michael Pelton, selectboard
Mary McCoy (Mac), selectboard clerk
Kathy Scott, town treasurer
Richard Paré, road foreman

Others attending via Zoom:

Maureen Bell	Kathy Jungermann
Gail Wyman	Abby Pelton
Imme Maurath	Tom Widger
Pat McLaine	Tom & Louise
Bill Dunkel	Johnson

1. Start Recording and Call to Order

Kord announced the meeting, started the recording, and called the meeting to order at 5:33 PM.

2. Changes to Agenda

Kathy said that Item 7–Payroll/Bills would have to be skipped, as she was unable to print checks or reports, due to an internet and network outage at the Town Office. She will circulate this information as soon as internet access is restored.

3. Announcements/Reminders

- > Kord said Consolidated Communications and Ken Goding, the town’s computer and network service person, are helping to restore the services, and they are expected to be working in the next day.
- > Abby announced that the fundraising effort of the Friends of the Windham Schoolhouse was successful. The old tiles have been removed from the multipurpose room, plywood has been laid, and hardwood will be installed during the school’s vacation break in February.
- > Imme asked if Town Meeting will at the Meeting House or held remotely as it was last year, requiring an information meeting and ballot preparations. Kord replied that he has asked the VLCT about this, as Town Meeting will be prior to the January 15 deadline for the end of remote only meetings.
- > George said he would like to have a selectboard meeting next Monday to begin discussions of the budget since Kathy was unable to prepare the reports for discussion tonight.

4. Act on Minutes from the Previous Meeting

There were no changes to the minutes from the meeting of December 19, 2022.

Motion: To approve the December 19, 2022 minutes. George moved, and all agreed.

5. Public Comment

There were no public comments.

6. Correspondence

There was no correspondence.

7. Payroll/Bills

Motion: To place this item be on hold until next Monday, or to have a special meeting before then to approve any checks that must go out sooner. Kord moved, and all agreed.

Next Step: Kathy will contact those expecting checks to see if any are immediately needed.

8. Staff Reports and Discussion

A) Treasurer – Budgeting Discussion – Kathy reported that she, Richard, Gail, and Kord have created a rough budget for Winter/Summer Roads. This cannot be level funded in 2023, as it has in past years, due to increases in diesel fuel, road materials, and maintenance costs. She expects the increase to be between 5.5% and 7%.

Next Step: As soon as the internet is restored, Kathy will send the Roads budget for the selectboard to review prior to the meeting on Monday. The selectboard members will also look at the 2022 budget and consider how the 2023 budget might be tweaked.

Kathy said one thing is of looming concern -- \$1.5 million in grant monies that need to be managed, which will probably require paying someone to do this work. George mentioned that the ARPA Committee is considering paying a grant writer, and this person might also manage the grants we have received.

Next Step: Share this idea with the ARPA Committee.

Michael asked about checks and balances during the course of the year to make sure things don't go over budget. Kathy said she can run monthly reports, but some increases can't be avoided, because the costs have gone up on items we have to have. She already runs reports for Richard and can do that for any departments that want them.

Next Step: Decide who should get monthly reports.

Michael noted that the listers' budget will increase due to the required reappraisal, which will cost \$28,600, with \$5,500 coming from the state. There will also be an increase in the listers' time and accompanying payroll.

Next Step: The listers' budget needs to be discussed further.

Kathy apologized for her diminished involvement over the past three months, due to her health issues.

Motion: To meet at 4:30 PM at the Town Office for the sole purpose of working on the budget. George moved, and all agreed. Michael noted that he will need to attend via Zoom.

Next Step: Warn the meeting, and make sure that all department heads are informed and know that their input is wanted.

9) New Business

There was no new business.

10) Old Business

A) Report on Town Office insulation and air-exchange system – Kord reported that this work has been completed, except for installing a new electrical outlet to support the air-exchange system.

Next Step: Bob Kehoe (Sparky Electric) will install the outlet soon.

B) Update on Meeting House heating and domestic hot water system upgrades – Kord reported that John Penny is available in a month or so to evaluate the situation and create a set of specifications that can be used to get contractor bids. Mac noted that a grant from the Municipal Energy Resilience Program (MERP) will provide a state-approved contractor for the same work that John would provide, but it would cost the town nothing.

Next Step: Once the MERP guidelines are available, the selectboard can determine whether or not to hire John or rely on a MERP engineer.

C) Update on renewal of Vermont Diesel Tax Exemption (due 12/13) – Kord reported that this renewal was submitted on time. He learned that the state has a purchasing contract for diesel fuel at a decreased price, and Windham might become a part of that.

Next Step: Kord will look into this option and any other ways to decrease fuel costs.

D) Update on FEMA project and easement requirements – Kord reported that Everett Hammond, the project engineer, reviewed the bids and checked the contractors’ references. His recommendation was to go with the lowest bidder. The selectboard can’t act on this until we finalize the official easements from the adjacent landowners.

Next Steps: Get the official easement papers prepared and signed by the adjacent landowners, and a contract signed by the chosen contractor.

E) Discussion about Owl AV System – Michael contacted the folks in Landgrove who purchased an Owl, but they have not set it up or used it yet.

Next Steps: Talk to others who have used this system, including Becky Eliastam.

F) Update on FY22 Grants in Aid #GAO236 reimbursement request due 12/31 – Kord reported that this was in before the deadline, and we should receive the reimbursement.

11. Adjourn regular meeting and stop recording.

Motion: To adjourn the meeting at 6:13 PM. George moved, and all agreed.

The next selectboard meeting is scheduled for Monday, January 9, 2023 at 4:30 PM

Respectfully submitted,
Mary McCoy (Mac), selectboard clerk
Approved 1/16/23