

**Windham VT Selectboard Minutes
May 1, 2023 Regular Meeting
Held on Zoom Only**

Kord Scott, selectboard chair
Michael Pelton, selectboard
George Dutton, selectboard
Mary McCoy (Mac), select-
board clerk

Kathy Scott, town treasurer
Imme Maurath, grant admin.
Bill Dunkel, plan. comm. chair
Joyce Cumming, asst. town clerk
Tom Widger, mtg house chair
Cathy Edgerly Fales

Bill Casey
Ginny Crittenden
Eileen Widger
Vance Bell
Leigh Merinoff
Marcia Clinton
Abby Pelton

1. Start Recording and Call to Order

Kord called the meeting to order and started the recording at 5:32 PM.

2. Additions/deletions and/or changes to agenda

There were no changes to the agenda.

3. Announcements/Reminders

There were no announcements or reminders.

4. Act on minutes from the 4/17/23 selectboard meeting

Motion: To approve the minutes from 4/17/23. Kord moved, and all agreed.

5. Public Comment

Cathy asked if there is a candidates' night for the public. Kord said this could be discussed later when we discuss town meeting.

6. Correspondence

Michael said he had received two correspondences. One was a request from Erin Kehoe seeking town documents, with some additional followup questions, and the other was from Jim Lawler with questions regarding his role as constable.

Next Step: Mac will put these on the parking lot for discussion at the next meeting.

7. Payroll/Bills

Michael asked Kathy to provide an update on how current expenses compare to the budget.

Next Step: Kathy will provide a general overview.

Motion: To approve the pay orders from the town treasurer. Kord moved, and all agreed.

Motion: To have Kord sign for the payments presented. Kord moved, and all agreed.

8. Guest, Staff, and Grant Reports and Discussion

A) Update on report to U.S. for ARPA (due 4/30) – Kord reported that Mac gave him the information he needed, and he filed the report with the help of Katie Buckley at the VLCT.

Next Step: Mac will add to the calendar asking Katie for her help with future ARPA reports.

B) Update on MERP and other grant possibilities – Cathy reviewed her ideas for pursuing grants with Bonnie at the VLCT, who said Cathy's plan was "on target." Cathy noted that the

results of the Paul Bruhn grant applications were due today. She asked the selectboard to consider the best use of the \$4,000 MERP mini-grant. She has learned that these funds can be used to pay architects and engineers for their analyses of the Meeting House, which would be a good use of the funds when we apply for grants to improve the building. Bill D. asked when we can apply for the advanced audit, and Cathy said Mike at the WRC will notify her. Bill said he has some data regarding the building's energy use.

Motion: To reserve the \$4,000 MERP mini-grant to pay for architectural and engineering analyses. Kord moved, and all agreed.

C) Update re Abbott Road Structures Grant award – Kord explained that this grant covers repair or replacement of larger structures. We were told we probably wouldn't get this grant, but we were asked to apply to demonstrate the state's overall need. Imme completed the application for a culvert on Abbott Road near the Kehoe's home, including securing the likely cost from an engineer. Surprise! We got the grant, which will pay between \$220,000 and \$240,000. Many thanks to Imme!

D) Update on Grant Admin - GIA & Better Roads reimbursement requests – Imme submitted these requests. She is learning how to do this electronically and is growing more confident of her ability. Kord commented that payments from the state show up as deposits in our bank account without notice or explanation.

Next Step: Imme will notify Kathy regarding the amounts expected to be deposited.

E) Change Rainy Day Fund name to Town Reserve Fund – Kathy said that her NEMRC advisors recommended this change for the purpose of clarity.

Motion: To change the name of the Rainy Day Fund to the Discretionary Reserve Fund. Kord moved, and all agreed.

Kathy also reported that the town has received a scanner from TD Bank for electronic transfers. The change from M&T to TD bank will be complete by the end of May, as will the changeover from Quickbooks to NEMRC. Kathy said she will then be able to provide the report that Michael is requesting. She believes that our finances are in good shape.

F) Provide constable's email address – Kord said Jim can now be contacted via an email address specifically for him in his role as town constable. He can also be reached by his cell phone. The new email address is windhamtownconstable@gmail.com.

Next Step: Mac will ask Ellen to send out an email blast with the new address.

9) New Business

A) Update re Letter of Intent to AOT for Better Management Practices for MRGP due 5/5/23 – Kord reported that the Agency of Transportation is waiting to see how many applications are received to know how much money is available for Windham and other towns. Then we will be notified as to our grants-in-aid award amount.

B) Discuss steering committee for Meeting House upgrades – Kord has spoken to Tom Widger, Bill Dunkel, and Pete Newton about working with Meg Staloff to get townwide input to create a plan for revitalizing the Meeting House. Those men felt there were too many committees already with a focus on the Meeting House and a new committee was not needed. Still a point person is necessary to coordinate with Meg. That might be someone from the

selectboard. Cathy explained the importance of having a plan created by the town's people when we request grant funds.

Next Step: Kord will facilitate the planning process for now.

- C) Make DVFiber alternate appointment - Chris Cummings – Kord reported that Chris is very interested in seeing that high speed internet comes to areas where it is needed, and he wants to help David Cherry, who represents us on the DVFiber board. Rory Rosselot currently holds this alternate position, and she is fine with being replaced.

Motion: To replace Rory Rosselot as DVFiber alternate representative by appointing Chris Cummings to that position. George moved, and all agreed

Next Step: Mac will ask Ellen to prepare a clean copy of the appointment form for this position. When that is done, the three selectboard members will sign the form.

10) Old Business

A) Update re Town Meeting, including BCTV discussion – Tom and Eileen will run the kitchen, getting the tables and all materials needed for lunch, including setting up tables outside. He has talked to Bill D. and Vance regarding removing the storm windows so the outside windows can be opened. Imme suggested leaving the tables up for a sale. She will check with others about this and get back to Tom.

Leigh said a professional film artist will be staying with her who might interview people about life in Windham. No plan was made at this meeting.

Kord has received quotes for recording town meeting from BCTV for five hours from 10:00 to 3:00, including setup. It would be \$400 for a single camera recording and \$650 to record and live stream it on YouTube. If it were live streamed, people who could not attend town meeting could watch it as it occurs, but they could not comment or vote. With the \$400 recording, it would be posted on our website for later viewing. The school board might pay for part of the cost.

Motion: To have BCTV record town meeting for \$400 and to speak to the school board later about helping with the cost. Michael moved, and all agreed.

Next Step: Kord will contact BCTV, and Abby will speak to the school board about the cost.

Cathy reported that the Survey Monkey regarding Town Meeting is active, but is not yet being used. That should change once the News & Notes is out with the information about signing up and the link to Survey Monkey.

Next Step: Mac will prepare an email blast with the link for Ellen to send out to her lists.

B) Update on stream evaluation and West Windham roads – Kord has scheduled an appointment for this Thursday, May 4 at 10:00 with Scott Jensen, stream engineer. VTrans has told us the damage caused by Cobb Brook was not sufficient to receive their financial support in the form of an emergency grant. However, this stream erosion could become part of the town's overall road erosion issues and qualify for other VTrans funding. Kord will ask Jeff Nugent from the WRC to look into that possibility for us. The stream channel has changed by the intersection of Cobb Brook Road and West Windham Road near the old school house.

- C) Update re radio connection research – Kord reported that Tan Bronson, ham radio volunteer, has asked for and was given a list of town equipment with radios. Also, Tan plans to do a survey of radio connection strength in various locations in town.

- D) Update on highway ordinance** – The ordinance is with Bob Fisher, town attorney, for his review. He has been out of his office and will deal with it as soon as he returns.
Next Step: After receiving Bob’s comments and making any necessary changes, the ordinance adoption process will follow, including public hearings.
-) **Road Foreman’s Report** – Richard reported that they have been cleaning up the roads after winter, repairing shoulders, fixing guardrails, clearing ditches, removing downed trees, etc. Several people thanked Richard for (as Tom W. put it) the “gorgeous condition of our roads.”
- E) Update re outreach for Highway Dept property** – Michael said there have been no suggestions regarding land. The notice will be in the next New & Notes.
- F) Discuss policy/procedures re dog registrations, logger’s bond** – Ellen has sent out letters to dog owners who have not registered their dogs, and she received a significant response, perhaps due to the language in the letter that says unregistered dogs might be seized and destroyed. Michael researched the state statutes which dictate dog registration, and we are following protocol. He also learned that other towns send letters with the same language. Joyce added that Windham’s town clerks have sent out the same letter for many years.
Next Step: Consider how to handle the situation of unregistered dogs after Ellen sends out a second batch of letters to owners with unregistered dogs.
 We don’t have a simple and clear process for tracking logger’s permits and bonds, as was realized recently when a logger asked for the bond he had paid to be returned. Joyce helped put together a form for loggers to complete that also clarifies the procedure. Bill D. noted that the planning commission’s intention when they revised the requirements for loggers was for them to be able to come to the town office once and take care of everything before logging began. Michael said he also found another town’s form that could be used. Imme stated the importance of making sure loggers and haulers have insurance coverage.
Next Step: Bill and Kord will review Joyce’s draft and move forward on it.
- G) Update re Alpfart property re demo permit** – Kord, Bill D, and Ali Cummings (Windham’s zoning administrator) met to discuss this situation. Ali had not sent out the letter that was mentioned in the last meeting. They talked about Bob’s recommendation, stated in the letter he drafted, saying demolition of the burned house must be completed by August 1. Then the Alpfarts could apply for a permit to build and hire an engineer who understands the regulations to evaluate the site and can determine if it is possible for them to build anywhere on their land. Michael said if that is possible, it would be good for the Alpfarts and the town.
Next Step: Ali will contact the Alpfarts.

11) Adjourn regular meeting and stop recording

Motion: To adjourn the meeting at 6:57 PM. George moved, and all agreed.

The next regular selectboard meeting is scheduled for Monday, May 15, 2023 at 5:30 PM

Respectfully submitted,
 Mary McCoy (Mac), selectboard clerk
 Approved 5-15-2023

