

**Windham VT Selectboard Minutes
October 2, 2023 Regular Meeting
Held on Zoom Only**

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

Cathy Edgerly Fales
Bill Dunkel
Maureen Bell
Tom & Eileen Widger
Russ & Joyce Cumming
Imme Maurath

Ellen McDuffie
Abby Pelton
Phil McDuffie
Guests:
Paul Hansen
Brennan Fusco

1. Start Recording and Call to Order

Kord called the meeting to order and started the recording at 5:31 PM.

2. Additions/deletions and/or changes to agenda – There were no changes.

3. Announcements/Reminders – Kord said he and Kathy will be in Germany during the first week of November, and a decision about conducting the first meeting in that month will be addressed at the next meeting.

4. Act on minutes from the 9-18-2023 selectboard meeting

Motion: To approve the minutes from the 9-18-23 regular meeting. Kord moved; all agreed.

5. Public Comments – There were no public comments.

6. Correspondence – Michael noted that Frank Seawright has an environmental/mapping project and is looking for others to join him.

7. Payroll/Bills

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

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

8. Staff Reports and Discussions

A) Update on Highway Department work/issues – Richard reported that winter sand has been delivered. He expects to finish all ditching work this week or next, including rip rap. Kord and others complimented the road crew’s work. There was discussion about what to do with the temporary culvert that was used on Wheeler Road. It can be sold or saved in case it is needed later, but there is no good place to store it and it is not a size that is commonly needed.

Next Step: Decide what to do with this culvert.

B) Discuss Winter Roads Policy – Richard said the process used last year worked fine. Maureen suggested putting the approved policy in the News & Notes (N&N).

Next Step: Discuss and approve the policy at the next meeting and put it in the N&N by the 10/18 deadline.

C) Update re unregistered dogs – Ellen said Windham has 118 registered dogs, including all that were registered last year except Wren and Kermit’s. Most were registered within a month

of the April 15 letter that went out to dog owners. She said there is a small late fee -- \$2 for neutered dogs and \$4 for dogs that have not been neutered. She wondered if that fee should be increased. Michael said all dog policies are set in state statute.

Next Step: Ellen will contact Animal Control Officer Ashley Pinger about our dog issues.

D) Discuss Town Office copier estimates – Ellen reported on estimates she has procured from three vendors for leasing or purchasing a new copier. They ranged from \$8649 to \$5100 to buy a color copier, and \$183 to \$92.36 per month to lease one. The cost of each sheet copied also varies and impacts the totals. Ellen recommended getting the Canon copier from the company that Brennan Fusco represents, as she likes the Canon machine and the help Brennan (a Windham resident) provides. Brennan answered a few questions. The selectboard discussed whether to buy or lease and whether it is necessary to go through the bidding process since Ellen already has estimates from three vendors.

Next Step: Ellen will send the estimates to the selectboard members so they can more clearly evaluate the vendors' proposals in terms of all costs and services.

9. New Business

A) Discuss Planning Commission support needs (clerk, etc.) – Kord said it would be helpful to Bill to have a clerk's help, due to the increased work of the Planning Commission (PC). Bill said his current responsibilities are great and may lead to burnout. He chairs the PC and the Energy Committee (EC), and he represents Windham with the Windham Regional Commission (WRC). The PC work is especially demanding as regulations have to be clarified through research and conversations with lawyers, the WRC, and others. This work has become more demanding since he joined the PC eight years ago. Bill sees three possible solutions: (1) hire a clerk to assist with PC minutes and other duties; (2) hire a professional to take over the PC leadership and/or planning & research; or (3) continue with someone else as chair of the PC. Bill would prefer continuing as is with the EC and WRC. In the discussion that followed, the first two options were considered.

Next Step: Mac will prepare a notice to recruit a PC clerk, to be sent out as an email blast and in the next N&N. Cathy will check with the VLCT regarding planning consultants.

10. Old Business

A) Update on webmaster search – Michael said he reviewed Paul Hansen's proposal, and it was comprehensive. He wondered if we want to hire a professional company like Paul's or use someone local. Paul said they would charge \$6,600 for the first year for setup and \$1,928 for the second year. Kord noted that there is no funding in the current budget for a professional company. Local folks could be used in the interim. Howie Ires has expressed interest, as have Becky & Jordan Elistram. Local help might be sufficient long-term, but may not be as comprehensive as a professional company's service.

Next Step: Vance Bell, current webmaster, needs to talk to Howie and Becky and make a recommendation.

B) Update on Fire Alarm/Monitoring at the Meeting House – Kord said concerns have been expressed by Pat McLaine (our town health officer) and the Meeting House Committee about the fire alarm system. Pat talked to KO Electric, our alarm & monitoring service provider, and they have not done an inspection lately, but the system is functional and comprehensive. They will get the TQP inspections scheduled as required. Discussion followed about where to keep a key for service and inspections and for others who need it, like the Fire Company. KO

Electric also wants the names of two contact people. Tom Widger and Kord volunteered. It wasn't clear what the names were for. Emergencies? Administration?

Next Step: Kord will find out the purpose of the contacts, and the selectboard will decide where to keep a key.

C) Update on solar project at the Town Office – Kord said the contract has been signed with Southern Vermont Solar, and Mac said the company is handling the permitting process. SVt Solar has warned that the installation process is noisy, and office staff needs to expect a couple of days of racket with people on the roof and utility trucks by the building.

D) Update re Box Culvert/Beaver Deceiver at Burbee Pond & West Windham Rd – Kord has added this to the FEMA damage inventory. Skip Lyle is preparing an estimate of what he thinks is needed to repair the beaver deceiver.

E) Update on FEMA and FHWA projects – Kord said Imme prepared a damage inventory with photos. She, Kord, and Richard will meet with FEMA folks again to ensure that they have a total understanding of what we need. Work needed on Windham Hill Road and Route 121 are covered by FHWA, not FEMA, and FHWA has a more demanding process for qualifying projects for funding. They don't help with small or longer-term projects. Imme was not optimistic about getting their help on some projects on those two roads.

F) Update on Wheeler Road culvert project – The culvert should be in and the road open by next week. Guardrails will be installed in November.

G) Update on Altpfart property demolition – Bob Fisher, town attorney, has talked with the Altpfart's attorney, who didn't get the full story from the Altpfarts.

Next Step: Kord will get Bob's update for the next meeting.

H) Update on Meeting House oil tank inspections – Cota & Cota inspects the oil tank every three years. Their manager will see when they last inspected it and what the result was.

Next Step: Maureen will contact Cota & Cota to get the update.

11) Adjourn regular meeting and stop recording

Motion: To adjourn the meeting at 7:42 PM. George moved, and all agreed.

**The next regular selectboard meeting is scheduled for
Monday, October 16, 2023 at 5:30 PM**

Respectfully submitted,
Mary McCoy (Mac), selectboard clerk
Approved 10-16-23