

**Windham VT Selectboard Minutes  
April, 1, 2024 Special Meeting  
Held at the Town Office and on Zoom**

**Present at Town Office**

Kord Scott, selectboard chair  
Michael Pelton, selectboard  
Mary McCoy, selectboard clerk

**Present on Zoom**

George Dutton, selectboard	Maureen Bell
Richard Paré	Imme Maurath
Cathy Edgerly Fales	Abby Pelton
Bill Dunkel	Tom & Eileen Widger

**1. Start Recording and Call to Order**

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

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

**3. Announcements** – There were no announcements.

**4. Act on the minutes from the 3/4/24 and 3/18/24 selectboard meetings**

**Motion:** To approve the 3/4/24 & 3/18/24 selectboard minutes; George moved and all agreed.

**5. Public Comments** – There were no public comments.

**6. Correspondence** – Susan Persa emailed regarding her history of Windham. This will be discussed at the next meeting. Everett Hammond, town engineer, sent the Paving Management Plan. He will attend the next selectboard meeting to discuss it.

**Next Step:** Mac will place these issues on the parking lot for the next meeting.

**7. Payroll/Bills**

**Motion:** To approve the check warrant reports from the town treasurer. George moved, and all agreed.

**Motion:** To have Kord and Michael sign the reports. George moved, and all agreed.

**8. Staff Reports with Discussions and Possible Decisions**

**A) Road Foreman** – Richard reported that the usual road maintenance is being completed. Getting bids for a new truck was discussed. George will help with the request for proposals. Kord spoke with Bob Fisher, town attorney, about the town's sealed bid policy. Bob advised that the specifications sent with the RFP should not be too detailed. Once bids are opened and reviewed, we can compare how well each bid meets our specific needs. Maureen told Richard that Harrington Road needs work, due to big ruts.

**B) Grant Administrator** – Imme reported that the culvert on Windham Hill Road in South Windham will meet its April 2 deadline. Paving will take place tomorrow, and the paperwork is ready for the engineer. FEMA asked for more information for the Wheeler Road project, which Imme will provide.

**C) Emergency Management** – Imme has completed everything needed for the LEMP report. Michael and Kord said she can sign that report.

**D) Grant Strategist** – Cathy reported on the needs assessment grant that is administered by the Windham Regional Commission. They have told her to scale back our expectations, due to their predetermination of Windham's lower level of need. We will know in May if we will receive a grant. Cathy is looking for other funding sources for a townwide needs assessment. She restated the importance of doing this planning before any decisions are made about town buildings and the possible purchase of the elementary school building. Cathy is also working with the Fire Company on a grant. She also recently learned that the Bruhn grant the town received is the most competitive and hardest grant to get in Vermont. Kord noted the nice article in the *Reformer* regarding our receipt of the grant.

**E) Planning Commission** – Bill reported that Okemo Liability will sell 105 acres in Windham. They also own contiguous land in Andover, which is not being sold. There is no need for a survey to divide the land for sale, as Howard Hill Road is an existing divider between Windham and Andover. Any back taxes owed by Okemo will be rectified at the sale.

The Planning Commission is working on language to clarify requirements about placing buildings on slopes. There will be public hearings on any changes to the zoning regs. Current regs prevent building on slopes of 20% or more, with possible conditional use decided by the ZBA. George asked whether a higher fee could be charged for permits in this situation, in anticipation of the extra work required by town officials. Bill will check with other towns to see how they handle this. Cathy, a PC commissioner, has found 30 small towns that have addressed this issue and will present it at the next PC meeting. George stated his view that people should be able to build wherever they want, as long as they deal with slope issues.

Bill said Londonderry is doing a massive overhaul of their zoning regulations, including those related to slopes and accessory buildings. They will have a public meeting about this on April 17. Chris from NEMRC is working with the listers and zoning administrator on the best processes for zoning permits. NEMRC has software that might help, and Bill plans to learn more about this.

**F) Meeting House Committee** – Maureen reported on four areas decided by the MH committee. (1) They will pursue the idea of a parking space built with paving stones, and she will contact a contractor about possible cost and materials. (2) They like the idea of having a portable A-V system, rather than one that is hardwired. (3) They are working on a rental agreement and are looking at the VLCT template for this. (4) They oppose the idea of installing the fire suppression hood in the MH kitchen, saying we can get by with the hood we have; our kitchen is not a commercial kitchen; it might look unattractive from the outside; and even if a suppression hood were necessary, this one is still larger than needed.

Michael agreed with their plans related to the parking space and the A-V equipment. He felt there should be a more thorough assessment of the town's future needs before the hood is sold. Imme said there was no point to put off selling it, as the MH committee does not want it. Michael said it could be used at the school, depending on what happens with that building. He feels it was a good purchase for the price and would satisfy all current and future fire regs. A plan is needed.

There was discussion about where to store the hood until further review and a decision by the selectboard. Imme and Maureen warned that it causes damage, as it has to the floor of the MH where it was stored. Cathy volunteered to store it in an empty shed on her property. Cathy added that a decision about whether to keep or sell the hood should not be totally up to the MH committee, adding that Jenna from Bruhn Preservation said there were ways to make the

hood's outside exhaust system comply with the building's historic look, but this has not been explored. Michael said we should explore the possibilities.

**Motion:** To move the suppression hood to Cathy's shed in a week or two when the land dries out. George moved, and all agreed.

**Next Step:** To apologize to the school board for parking George's trailer (with the suppression hood inside) next to the school without first getting the school board's approval.

**G) Town Clerk** – Ellen had nothing to report.

**H) Town Treasurer** – Kathy was not present, but she told Kord that the town will receive a refund of \$3215 (or thereabouts) from the previous NEMRC contract if we sign a new contract with them. The refund will be applied to the NEMRC fund. This includes help for the listers or any other town officials using NEMRC software. The Bulk Agreement dictates that we get a reduced hourly rate but have to utilized a minimum of 96 hours of support. Kathy will prepare a supplemental monthly report, so the selectboard can monitor the hours used and the related expense.

**Motion:** To have Kord sign the NEMRC Bulk Time Agreement. George moved, and all agreed.

#### **9) Review, revise, appoint Town Officials/Committee Members (expiring ones listed)**

Kord noted that Cathy Fales agreed to replace Carolyn Partridge as a representative to the WRC, and Bonnie Chase's status needs to be discussed with CAC chair, Marcia Clinton. Bea Eliastam asked that the name of her and Jordan's position be changed from Social Media Managers. The following people have agreed to be appointed, with the changes just stated.

- A) Constable – (on hold until later)
- B) Planning Commissioner – Chris Cummings
- C) Representatives to Windham Regional Commission – Carolyn Partridge (now Cathy F.)
- D) Tree Warden - Walter Woodruff
- E) Building Safety Officer - Ron Cohen
- F) Radio Amateur Civil Emergency Service Operators - Tan Bronson & Jim McCandless
- G) Citizens Advisory Comm./Housing Rehab. Dev. – Michael Simonds (& Bonnie Chase?)
- H) Green-up Co-coordinators - Kathy Jungermann
- I) Social Services Committee Members - Tom Widger, Marcia Clinton, Skip Raymond
- J) Meeting House Committee Members – Louise Johnson
- K) Deerfield Valley Communications District Reps – David Cherry & Chris Cummings
- L) Social Media Managers (now Webmasters) – Bea & Jordan Eliastam
- M) Town Engineer – Everett Hammond
- N) Review other positions recommended by the VLCT

**Motion:** To appoint the above people to the positions listed, with these changes: Cathy Fales will be a WRC rep, Bonnie Chase will not be appointed until further information is gathered, and the Eliastam's position will be changed to "Webmasters." George moved, and all agreed.

**Next Step:** At the next selectboard meeting, review the various other noted VLCT recommendations.

#### **10) Old Business**

A) Discuss purchase of an A-V package with ARPA funds – George wants info from Kathy regarding the amount left in the ARPA funds for A-V equipment.

**Next Step:** Kord will get the info needed and send to George, who will make a proposal at the next selectboard meeting.

**B) Discuss contracting with Ooma Office or other phone service** – George did not get a chance to review the information that Kathy sent him, but will do so for the next meeting.

**Next Step:** George will present a report at the next selectboard meeting.

**C) Decide whether to accept Curly Sprouts Creatives website proposal** – The selectboard wants to hear from Bea about this proposal.

**Next Step:** Bea will be invited to the next selectboard meeting.

**D) Report on MRGP report and fee due 4/1/24** – Kord reported that this has been completed.

**E) FHWA project update** – Imme covered this in her report.

## **11) New Business**

**A) Discuss meetings with town officers and committee heads** – The selectboard will talk with two elected or appointed officials at each of the coming meetings. The talks will take place at the beginning of the meeting, after Payroll/Bills. Everyone will be asked similar questions about their work and insights and how the selectboard can better support them, and then they will go into executive session to discuss anything related to personnel issues.

**Next Step:** Cathy and Mac will draft a list of questions to be asked of each official.

Imme stated that one general personnel issue is lack of space and privacy at the Town Office, especially in the backroom when there are several people trying to work at the same time. This should be considered when a needs assessment is conducted.

**Next Step:** Mac will add to the parking lot a followup on this issue.

**B) Discuss using Microsoft 365 to share information** – Michael spoke with a Microsoft consultant who gave him a link to their government contract. The cost will be around \$3000 per year for about 20 people to share.

**Next Step:** Discuss this further when we have more information

**C) Decide who will write the next report for the News & Notes** – Mac agreed to write it. Kord will write the Road's report.

## **12. Adjourn regular meeting and stop recording.**

**Motion:** To adjourn the meeting at 7:02 PM. Michael moved, and all agreed.

**Next Regular Selectboard Meeting is scheduled for  
Monday, April 15, 2024 at 5:30 PM**

Respectfully submitted,  
Mary McCoy (Mac), selectboard clerk  
*Approved April 15, 2024*