

**Windham VT Selectboard Minutes  
April, 15, 2024 Special Meeting  
Held at the Town Office and on Zoom**

**Present at Town Office**

Kord Scott, selectboard chair  
Mary McCoy (Mac), selectboard clerk  
Richard Paré, road foreman  
Everett Hammond, town engineer

**Present on Zoom**

George Dutton, selectboard	Imme Maurath
Michae Pelton, selectboard	Pat Cherry
Abby Pelton	Bea Eliastam
Antje Ruppert	Crystal Corriveau
Maureen Bell	Gail Wyman
Tom & Louise Johnson	Joseph Monroe
Cathy Edgerly Fales	Ginny Crittenden

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

Kord called the meeting to order and started the recording at 5:30 PM.

**2. Additions/deletions and/or changes to agenda** – George added info about an internet upgrade to agenda item 10B, and Kord added to New Business the VTrans Annual Meeting.

**3. Announcements** – Kord reminded the selectboard members to sign the three recently updated policy statements, and Mac reminded newly appointed and elected officials to come to the Town Office to complete their oaths of office.

**4. Act on the minutes from the April 1, 2024 selectboard meeting**

**Motion:** To approve the 4/1/24 selectboard minutes; Michael moved and all agreed.

**5. Public Comments** – Maureen said there is VLCT training on open meeting laws this 4/17.

**6. Correspondence** – A letter has been received requesting that the Friendly Gathering be held in Windham. George suggested that the Fire Company and Timber Ridge residents be a part of a discussion about approving this request.

**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 sign the reports. George moved, and all agreed.

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

A) Town Engineer – Everett reviewed his proposed long-term paving plan. It incorporates use of chip sealing, which is placed on top of pavement to preserve it by preventing moisture from entering and causing freezing and thawing. This extends the time when repaving is required. His plan provides chip sealing for Windham Hill Road, Rt. 121, and Horsenail Hill Road between 2024 and 2032, with repaving of WHR and 121 by 2038. Required is a 5% increase annually in costs, some of which will come from the state grants. Everett said that plans like his typically put chip sealing of the best roads first, as these cost less to do while funds in the account for resurfacing the roads build up.

All three selectboard members raised concerns about the current state of WHR from Four Corners south to the big bend, a stretch of .9 mile, and they felt it should be repaired sooner

than later. Richard said the larger gaps need to be addressed separately. Chip sealing would fill in the smaller cracks. He said that chip sealing was tried as an experiment on Horsenail Hill Rd., and it was helpful. Ice took longer to become slippery, and there was less damage by the grader. Richard supports Everett's plan. White Road's condition came up and will be discussed further at a future meeting.

Everett did some refiguring in response to concerns about the .9 stretch on WHR, and he said funds would be available to work on that stretch first. Michael said there should be consistency in how much tax payers are asked to pay. Everett said his plan calls for \$100,000 for two years and \$110,000 after that, with state paving grants included. His plan calls for all of WHR to last significantly longer before repaving is needed.

**Motion:** To mill shim and overlay the .9 stretch from Four Corners to the big bend in 2024 and to proceed with the chip sealing plan as otherwise presented. Chip sealing will also be completed this year on that .9 stretch, *if* we have the funds needed based on the bids that come in for that work. George moved, and all agreed.

**Next Step:** Mac will put on the parking lot a discussion about White Road.

**B) Webmaster** – Bea has reviewed the three proposals received to revamp and maintain the website. EcoPixel offered a Cadillac version for \$6000. Howie Ires's proposal needed more detail in terms of how the website would be upgraded and called for a \$150 monthly maintenance fee. Curly Sprout Creatives proposal for \$3800 included all the work needed to upgrade the website, with an additional \$25 monthly maintenance fee. The budgeted amount was \$2000, and there is \$6000 for contracted services, so the required funds are available. Howie and Curly did not include moving to a .gov domain extension, but Curly addressed the issue that would make that conversion possible. It is costly, as it requires meeting ADA standards, costing about \$2200 more. Howie's proposal did not address moving to .gov.

**Next Step:** Bea will contact Howie and ask him to submit a more detailed proposal.

**C) Grant Administrator** – Imme reported that she is gathering all the paperwork for reimbursement for the culvert in South Windham on WHR. Requests from FEMA are moving forward. In terms of her work on the LEMP update, that report is due 5/1, not 4/15.

**D) Grant Strategist** – Cathy continues to work with Maggie at the Windham Regional Committee on the proposal due 4/30. We are unlikely to be funded for a community needs assessment, due to the town's people having a medium income of \$78,000, which makes us less in need of help than "poorer" towns. Cathy has been advised by the WRC that our best shot is to pursue a facility assessment plan for the three town buildings, the firehouse, and the school. Cathy is looking to other grantors to fund a comprehensive community needs assessment, and WRC has said that the Vermont Rural Development Corp. is most likely. She said we will need to ask our elected state representatives to write letters of support.

**E) Planning Commission** – Bill said the PC postponed their last meeting due to folks being out of town to see the eclipse. There is a meeting in Londonderry about proposed changes to their zoning regulations that address issues Windham's PC is considering – slopes, short-term rentals, and tiny houses. The meeting is this Wednesday at 7:00 and can be attended online.

**F) Meeting House Committee** – Maureen reported that the property appraiser from NEMRC has scheduled four grievance-related meetings at the MH. Also, there will be a tag sale on Saturday May 25 of Memorial Day weekend.

G) Town Clerk – Kord reported for Ellen that many dogs have not been registered.

H) Listers – Antje said her first month as a lister has been challenging, but she is grateful for the training she has received from Chris of NEMRC and the support she’s had from Kord and Michael Simonds. She had anticipated that the other two listers would train her, but that wasn’t possible, and the division of labor between the three needs to be determined. Various problems have been found with the Grand List that she is addressing by comparing old information, doing research, and updating the system. All problems need to be fixed by May 1 when the grand list must be published and information sent to property owners with details about their property’s assessed value. Maureen said the dates with Al, the appraiser from NEMRC, are 5/15 and 5/16 for pre-grievance meetings (informal information) and 5/30 and 5/31 for grievance hearings (formal determinations). All are from 9:00 to 5:00, and one or more listers will also be there. Property owners can get info about their appraisal in advance by going to the town website and using the link to reappraisals. A passcode is needed, which was provided by Al when he appraised homes. They can also be secured by contacting Al.  
**Next Step:** Maureen will ask Bea to post the schedule for the sessions at the MH.

## 9) New Business

A) Discuss supporting Susan Persa’s “Windham Historical Society” suggestion – Kord said this group, lead by Susan and Paul Wyman, wants to gather and preserve Windham’s history, and they need funds to enhance old photos and publish a historical record. They asked for support from the town. Bob Fisher, town attorney, said they should instead become a 501(c)(3) nonprofit organization in order to collect donations. That requires registering with the Secretary of State and the IRS and applying for a 501(c)(3) status.

**Motion:** To use \$500 from the Emergency Reserve Fund for the Windham Historical Society, upon their receipt of their 501(c)(3) status, and to support their efforts to secure that 501(c)(3) status. Michael moved, and all agreed.

B) Report on ARPA Report to IRS (due 4/30) – Kord will complete this report by 4/30.

C) Discuss letter of intent to VTrans for 2025 Grants in Aid (due 5/10) – This was completed by Imme.

D) Review various VLCT recommendations not addressed last meeting – Mac read the recommendations and the selectboard discussed those relevant to Windham.

**Motion:** To designate the display boards at the Firehouse, the Meeting House, and the Town Office for posting selectboard agendas/warnings. Kord moved, and all agreed.

**Motion:** To designate *The Shopper* for public notices. Kord moved, and all agreed.

**Motion:** To designate the selectboard chair as the official signer for the selectboard. George moved, and all agreed.

E) Update on status of the school building – Michael said much is still to be determined, and currently, the school board is focused on their budget. They need to better understand what can be done with the building. At the last school board meeting, they discussed meeting with the selectboard. Michael said that care must be used to ensure that whatever happens with the school building does not compete with uses of the Meeting House.

F) VTrans Annual Meeting – Kord met with VTrans to have them review the approved budget in order to establish the emergency grant threshold, which will be approx. \$20,000.

## 10) Old Business

A) Discuss purchase of an A-V package with ARPA funds – Based on a report from Kathy Scott, there is \$1500 left in the ARPA funds for purchasing A-V equipment. George recommended using \$934 to purchase a system from JVL that includes 2 speaker setups, a mixer, 2 wireless microphones, and 1 wired microphone, and an addition \$85 for 2 wireless headsets. This system can connect to BCTV for Town Meeting. He moved to make these purchases, but there were questions about what else might be needed downstairs if both floors were used. George said the floors can best be connected through Zoom. Michael remained concerned about having the equipment needed to interface the two floors.

**Next Step:** George will get additional pricing for a decision at the next selectboard meeting.

B) Discuss contracting with Ooma Office or other phone service – George said First Light, a company using fiber optics, offered service at reduced pricing. Any connection would be short-term until DVFiber comes to Windham. He is waiting for exact figures from First Light.

**Next Step:** Discuss this further at the next meeting.

C) Discuss using Microsoft 365 to share information – Bea said Microsoft 365 is designed to work with Google products. She likes Google Workspace, and it is already in use by others in town. Michael asked if those bidding to redo and maintain our website addressed this, and Bea said Curly Sprouts did. She recommended that we choose our website vendor and then decide about Microsoft 365.

D) Report on RFP for new plow truck – Richard said it was better to switch back to a 6-wheel truck, and the RFP should be for that. A 10-wheel truck is hard to learn to drive and hard to delivery to the garage. Richard said if we don't like a 6-wheel truck, we can switch back to 10-wheels when we replace other vehicles (backhoe, bucket loader, and mower). Michael recommended keeping our replacement schedule as it is. George agreed that we need to get these scheduled funds designated by voters, and he said we need to make replacements before the equipment needs significant repairs or requires down time due to breakdowns.

E) Discuss the status of the Meeting House's electrical system – George said we need to pay Bob Kehoe or any other electrician to check out the system. Cathy said it would be hard to find a grant for this unless it were a part of the larger grant. She will see what she can find out.

**Next Step:** George will ask Bob and others what the cost would be to evaluate the system.

F) Discuss leveling the fuel tank at the Town Office – We need to determine who fills the tank, as they could do the leveling. Michael said Cota & Cota fill the tank.

**Next Step:** Kord will contact someone he knows at Cota & Cota to address the issue.

## 12. Adjourn regular meeting and stop recording.

**Motion:** To adjourn the meeting at 7:43 PM. George moved, and all agreed.

**Next Regular Selectboard Meeting is scheduled for  
Monday, May 6, 2024 at 5:30 PM**

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