

Windham VT Selectboard Minutes
April 7, 2025 Regular Meeting
Held at the Meeting House and on Zoom

Present at the Meeting House

Kord Scott, selectboard chair
George Dutton, selectboard
Mary McCoy (Mac), sb clerk
Cathy Fales
Kathy Jungermann
Pete Newton

Present on Zoom

Michael Pelton, selectboard	Imme Maurath
Crystal Corriveau	Barbara Jean Quinn
Maureen Bell	Bea Eliastam
Becky Phillips	Pat McLaine
Antje Ruppert	Ellen McDuffie
Jim McCandless	Tom Widger

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 – There were no changes to the agenda.

3. Announcements – There were no announcements

4. Act on the minutes from the March 17 and 24, 2025 Selectboard Meetings

Motion: To approve the Selectboard meeting minutes from March 17 and March 24, 2025; George moved, and all agreed.

5. Public Comments –There were no public comments.

6. Correspondence – There was no correspondence unrelated to matters on the agenda.

7. Payroll/Bills – After the check warrant report was completed, a bill was received from Stephan's Associates for the community meetings & report re repurposing the schoolhouse.

Motion: To approve the check warrant report from the town treasurer. George moved.

Amendment: To include the invoice from Stephan's Associates in the bills to be paid.

Michael moved, and all agreed.

Motion: To approve George's motion as amended, all agreed.

8. Staff Reports with Discussion and Possible Decisions

A) Town Clerk – Bea Eliastam reported that things are going well in the Town Office. (1) The L&G budget election went smoothly, thanks to help from former Town Clerk Ellen McDuffie. (2) Some dog licenses have been issued, but only about 40 dogs were registered by the April 1 deadline. She will notify other dog owners who registered in the past that they need to get 2025 licenses. The fee for this was incorrectly overcharged by \$1.00, and she will issue refunds to approximately 15 owners who overpaid. (3) She is setting her hours as Tuesday, Wednesday, and Thursday 9:00 to 3:00, and Saturday and Sunday by appointment. She would like feedback to know if these hours meet people's needs. Other towns have their office open during Selectboard meetings, and she wondered if that would be good for Windham. (4) Bea plans to send out a request via email (using the WCO list) and the website asking people to sign up for emails from the Town Office. (5) She will remove the glass barrier on the office counter top, as it is hard to see through it due to a glare, and it is not an effective shield for safety and health issues. (6) She has appointed Tye as her assistant, and he is providing good support. She thanked Ellen for leaving the office in good shape.

B) Emergency Manager – Imme Maurath reported on her work. (1) The LEMP report is complete and ready for Kord to sign. It is not due until 6/1/25.

Motion: To approve the LEMP report. George moved, and all agreed.

(2) An award was received from TAP to repair the stream erosion near West Windham Road. Imme will meet with Margo from the Windham Regional Commission (WRC) to see if she can find additional help for the West Windham Road streambank erosion issue. She hopes to piggyback the TAP grant with support from the Dept. Environmental Conservation for the design work. She will meet this Friday to look at the erosion with the funders. George and Richard Paré will also attend. (3) Imme met with Meghan from VTrans regarding damage from the recent ice storm. There are three annual grants we can apply for Structures, Paving, and Emergency. The emergency grant threshold is for a minimum of \$23,700, and our damage is estimated at \$18,000. She needs to know if our cost can include the clean-up our road crew has already completed.

Next Step: Imme will get needed information from Kord and our town treasurer.

C) Auditors – Kathy Jungermann reported that proposals were received for a professional audit of Windham’s finances from Mudgett, Jennett & Krogh-Wisner and Sullivan, Powers & Company. She presented the Selectboard with both proposals, adding that the Auditors called several towns that had worked with these companies, hearing positive reports for both. The Auditors recommended that the Selectboard accept the proposal of Mudgett, Jennett & Krogh-Wisner.

Motion: To approve the Auditors’ recommendation and award the contract to Mudgett, Jennett & KroghWisner. George moved, and all agreed.

D) Listers – Antje Ruppert reported for the listers. (1) They were joined by Jacob from NEMRC to visit most of the properties that had site improvements in the past year. Only four or five sites remain to be reassessed. (2) Last week, they addressed a delinquent tax issue. NEMRC erred in designating the property as active when it should be inactive. (Inactive property is land without dwellings that is purchased by the owner of a contiguous active property.) Town Attorney Bob Fisher said we need to contact those owners to do abatements. The town won’t get the overpayment back from the state. These errors were found after the State’s errors and omissions deadline.

Next Steps: Kord will find out if other issues need to be addressed and suggest a date for the abatements.

E) Grant Strategist – Cathy Fales reported on various projects. (1) The Phase 1 study of the talc mine area has been conducted and looked good. It awaits the senior review which should be completed before the 4/10/25 deadline. The Phase 1 study of the schoolhouse will start tomorrow 4/8/25, to be completed by 7/1/25. These studies have been paid for by the WRC. (2) Work for the Meeting House improvements is moving forward, using the grants from MERP and Bruhn. Funds may also be available from Efficiency Vermont if needed. The assessment by Stephen’s Associates only cost \$4,000, with \$12,000 budgeted. The other \$8,000 can be used for other needs. Pete Newton presented a proposal to serve as project manager for all the work designated for the Meeting House. He suggested using the geothermal heat for the lower floor only and retaining a boiler for the second floor and possible emergencies. He asked the Selectboard to review his proposal and, if accepted, to provide him with templates for requesting bids for the work to be contracted. He said the first issue to be address should be painting the steeple, which badly needs it. Changes to the front of the building must meet both historic and ADA requirements. That work will be completed after other changes have been made. Cathy commented that the sequence of the work must balance between the MERP-funded (energy) work, the Bruhn-funded (historic) work, and the work funded by the Friends of the Meeting House. (3) The Vermont Council for Rural Development (VCRD) is creating a diverse committee of 15 Windham residents

to serve as the steering committee to talk about the future of Windham, including an overall needs assessment.

Next Steps: The Selectboard will review Pete's proposal and send him questions for clarification. They will vote on Pete's proposal at the next Selectboard meeting. Cathy will send Pete the details regarding the grants and answer any questions from the Selectboard.

F) Meeting House Committee – Maureen Bell reported that the committee hopes to have Kord be the liaison to their committee. She said she met with Cathy regarding what they can do that won't interfere with the work being done through grants. They want to do some upgrades in the kitchen, beginning by sending out an RFP for electrical improvements. They also want to buy some new appliances – energy efficient refrigerators/freezers and dishwasher(s). New counter tops (possibly stainless steel) are wanted. They have \$3500 from the sale of the exhaust hood and the funds in the Meeting House M&I. Options need to be explored and estimates gathered to present to the Selectboard. They need to make sure they will have service in our area. Pete said it will be important to time the electrical work in the kitchen with the other work that will be done. Crystal thanked the MH Committee for donating jigsaw puzzles for Leland & Gray students.

9. New Business

A) NEMRC Bulk Time Agreement – This agreement is for support for the Town Treasurer at \$110/hour. We were not able to negotiate a lower payment, but Cynthia Stoddard from NEMRC said her goal is to work herself out of a job.

Motion: To approve the NEMRC Bulk Time Agreement. George moved, and all agreed.

B) Review Parking Lot and determine priorities – This long list of topics to be addressed by the Selectboard needs to be cleaned up and prioritized.

Next Step: Each member of the selectboard will review the list and prioritize each topic as hot (high priority), medium (lower priority) or cold (to be deleted).

C) Update on annual report and operating fee due to Municipal Roads General Permit (MRGP) – Kord is still working on this.

D) Decide who will write the next SB Report for the News & Notes – Michael will prepare the report.

E) Discuss scheduling a hearing for recommended zoning bylaw changes – George reported that Bob said we need one warned meeting to address the regular and temporary bylaw changes for the Friendly Gathering. Depending on the timing needed to post this meeting in the Shopper, the preference was to conduct this meeting at 4:45 before the next Selectboard meeting.

Next Step: Mac will find out when the notice can be printed and how long it must be posted before the meeting can take place.

10. Old Business

A) Appointment of town officials – The list was shared of town offices to be appointed by the Selectboard. Most offices were held by people who asked to be reappointed. (Note: Several town officials are appointed by an entity other than the Selectboard.) Also considered were liaisons from the Selectboard to the committees and commissions.

Motion: To appoint Kord Scott as Road Commissioner. George moved and all agreed.

Motion: To appoint the other town officers. Kord moved on each one, and all agreed on each one.

Those appointed as town officials were:

Town Attorney – Bob Fisher
Town Engineer – Everett Hammond
Road Commissioner – Kord Scott
Selectboard Clerk – Mary McCoy (Mac)
Zoning Administrator – Will Goodwin
Grant Administrator – Imme Maurath
Grant Strategist/Writer– Cathy Fales
Webmasters – Bea and Jordan Eliastam
Planning Commission/ZBA – Tom Johnson
Energy Committee – Dawn Bower and Michael Simonds
Energy Coordinator – Bill Dunkel
Representative to Windham Regional Commission – Bill Dunkel and Cathy Fales
Emergency Management Coordinator – Imme Maurath
Citizens Advisory Committee – Hunt Fales and Antje Ruppert
Building Safety Officer – George Dutton
Conservation Commission – Dawn Bower and Ellen McDuffie
Meeting House Committee – Dawn Bower and Eileen Widger
DVFiber Representatives – David Cherry and Chris Cummings
E-911 Coordinator – Bill Casey
Emergency Communications Among Citizens – Tan Bronson, and Jim McCandless
Green Up Day Coordinator – Ellen McDuffie and Kathy Jungermann
Social Services Committee – Marcia Clinton, Pat McLaine, Barbara Jean Quinn, Carlton Raymond, and Tom Widger
Tree Warden – Walter Woodruff

Selectboard Liaisons to Committees and Commissions

Planning Commission/ZBA – Kord Scott
Energy Committee – George Dutton
Citizens Advisory Committee – Michael Pelton
Conservation Commission – George Dutton
Meeting House Committee – Kord Scott

Next Steps: Michael will call a meeting of the CAC for them to review the bylaws, discuss membership and mission, and elect a committee chair. Cathy will ask Alden Wicker about her possible interest in joining the Meeting House Committee.

B) Update on Imerys offer to donate to town Trout Meadows property on White Road – Kord reported that the Phase 1 inspection should be complete by the April 10 deadline, and the agreement with Imerys was accepted with conditions. An inspection of the piping needs to be completed, as the inspection using remote cameras was only able to see the ends and not the middle of the piping. There are six manholes that will permit that inspection, but the manholes are all buried and need to be exposed. We have a detailed drawing showing their location. Jim was okay with those manholes being made flush with the surface. Imerys needs to pay for it.

C) Sign Vermont's 250th Anniversary Resolution – Michael said this resolution was approved at a previous Selectboard meeting. He will resend it to Bea for signing.

D) Finalize conditional use permit for Friendly Gathering – This item was discussed under New Business E).

E) Update on Schoolhouse – Michael reported that the School Board has asked their attorney for guidance regarding the sale contract. Bob has sent the Selectboard his initial comments and will speak with the School Board’s attorney. Cathy said that Neighborhood Connections has contacted School Board about use of space in the schoolhouse, but a decision about that needs to wait until fall when the future of the schoolhouse is determined. Michael said we need to coordinate the buildings in town, suggesting a committee to look at townwide capital planning, another to consider programming, and another to consider property operations & maintenance. He would like input from the Meeting House Committee on how that building became town property. Cathy said we need to consider which programming is best for which building, and she suggested creating one rental agreement for both buildings.

F) Discuss options for phone and internet services – George recommended focusing on services at the Town Office, not the Garage or Meeting House, as those have adequate services. He also recommended that we consider two providers, one for internet and one for phone service, as having one provider does not get us what is wanted – faster internet and a phone service that is automated to answer, direct, and record calls. He recommended Ooma for the phone service with five lines. Cathy noted that First Light, which provided internet to the school, said it would change \$3000 if that contract is cancelled. That might be waived if the service is used by the Town Office. Michael provided cost estimates from First Light. George suggested that Starlink be considered.

Next Step: George will talk to Bea about the Town Office needs, and he will look into Starlink costs. Decisions need to be made.

G) Update on Abbott Road project box culvert order – The cost will be \$58,314, which is lower than the estimate.

H) Update on Rout 121 culvert project Waters’ contract – Kord said he signed this contract.

I) State Ethics Liaison – George reported that he has taken the required online 45-minute training, and he is in place as the town’s liaison. The State requires their training for all town administrative or elected officials. There is a statement from the State to be posted on the town’s website.

11. Adjourn the meeting.

Motion: To adjourn the meeting at 7:52 PM. George moved, and all agreed.

**The next Regular Meeting is scheduled for
Monday, April 21, 2025 at 5:30 PM**

Respectfully submitted,
Mary McCoy (Mac), selectboard clerk
Approved April 21, 2025