

**Windham VT Selectboard Meeting Minutes
September 6, 2022 Regular Meeting**

Via Zoom

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

Others attending:

Maureen Bell	Jon Gordon
Gail Wyman	Abby Pelton
Becky Eliastam	David Cherry
David Cherry	Tom & Eileen Widger
Tom & Louise Johnson	Pat McLaine

Call to Order

Kord announced the meeting, called it to order, and started the video recording at 5:32 PM.

Additions to Agenda/Announcements/Reminders

There were no additions to the agenda, announcements or reminders.

Approval of Minutes

There were no changes to the minutes from the previous meeting.

Motion: To approve the minutes from August 15, 2022. Kord moved, and all agreed.

Public Comment

Maureen announced that the Windham Community Organization will host a candidates' forum on Tuesday, September 13th from 7:00 to 9:00 PM at the Meeting House. In attendance will be both candidates running for the state house position that represents Windham and four or five candidates running for the state senate from Windham Country. Note: Pat McLaine repeated this announcement later in the meeting.

Correspondence

There was no correspondence that was not addressed elsewhere on the agenda.

New Business

1. Cyber Security with VCT Tech – Michael reported on his conversation with a representative from VCT Tech which provides cyber security for small towns and others. He would like to set a meeting with this man and Vance Bell.
Next Step: Kord will talk to Vance and schedule a meeting.
2. New Plow Truck – Kord shared a photo of our new town plow truck, which was delivered temporarily to the town garage. The truck will return after painting and adjustments are done.
3. Shannon Request for Driveway Access – Bob Shannon wants to clear a passageway to make a driveway and has been granted an access permit to do so. Richard Paré (road foreman) has looked at the area, and a culvert will be required. Bob said it would cost about \$3,000 and asked the town or state to pay for it. The selectboard said he needs pay for the culvert installation, as all property owners are required to do.
4. Zoning Regulation Update – The Planning Commission has passed new zoning regs related to timber harvesting. A public meeting must be held for comments. That meeting must be

announced at least 15 days in advance, including being posted in a newspaper. Michael said loggers should be notified.

Next Step: The session for public comment will be scheduled to take place at the beginning of selectboard meeting on October 3. Michael will create a list of the loggers who do business in Windham. Mac will help advertise the meeting.

5. Backup for Video Recordings on Website – Vance Bell, our town’s web master, has been backing up our video recordings of meetings on his own equipment. Kord received information from the VLCT and Ken Goding, of Computers by Ken, about the town doing the backups. We need a policy that states how and where videos are saved and how long they are retained. A first step will be learning if there are state requirements. George suggested finding out what other towns are doing, buying a hard drive for saving the videos, and keeping them in Town Office vault. It was agreed that we want to preserve the videos, as the written minutes don’t tell the full story of a meeting as well as the video does.

Next Step: George will talk to Vance and Ken to get their recommendations.

6. Enforcement of Logging Operations – Richard saw logging projects on Wheeler Road that we didn’t know about. How do we make sure loggers get permits and how do we enforce our policies if they don’t operate as required? Michael suggested that our constable might do that. Note: Later in the meeting, Tom Widger stated that logging trucks were on Popple Dungeon Road in the middle of the night, apparently on their way to Chester.

Next Step: Kord will talk to our constable, Jim Lawler, to see if he might oversee enforcement. Kord and Richard will talk to the Chester road crew foreman to better understand why trucks are going through Windham.

Old Business

1. Sale of Town Properties – Kord opened the five offers received for the three town properties for sale. (1) Miles Clark offered \$5,000 for the property on Woodburn Road, contingent on zoning requirements. (2) Jarod Wilkins offered \$30,000 to \$35,000 for the Horsenail Hill property, contingent on zoning regs. (3) Francis Wilkens offered \$2,000 to \$3,000 for the property on Route 121, contingent on zoning requirements. (4) Jon Gordon offered \$500 for the Rt. 121 property. (5) Sargent Goodwin offered \$1,000 for the Woodburn property, \$2,500 for the Horsenail Hill property, and \$500 for the Rt. 121 property. The selectboard was pleased with the offers and want to accept the ones for Woodburn and Horsenail Hill.

Next Step: Kord will scan the offers and send them to Mac for website posting. Kord will talk to Bob Fisher about the loan our CAC made to the previous Horsenail Hill owner.

Moved: To contact Miles Clark and Jarod Wilkens to learn their plans for their properties of interest and to refer them to the zoning administrator to determine if their plans meet zoning regs, and to contact the three parties who bid on the Rt. 121 land to learn their plans for that land. Kord moved and all agreed.

2. Affordable Homes – Kord is learning firsthand how the VHIP process works for approving accessory buildings, based on one on his property. Tom Widger brought up the possibility of taxing remote owners who rent out their homes to vacationers. Killington is doing this, and Chester’s planning commission has new regs to do this too.

Next Step: Tom will contact Chester regarding their regs.

3. Meeting House Improvements – Pete Newton was not present to discuss this.

4. Meeting House Insulation – Two bids have been received for insulating the Meeting House. No decision will be made until Pete and Bill Dunkel can be present.
Next Step: Kord will contact Spray Foam Insulation and ask for an extension on their bid.
5. Town Office Insulation and Air-exchange System – George has contacted two contractors regarding the air-exchange system, but they have not made bids. Kord has talked to Alliance, and they will bid. Pat McLaine spoke about the need for this air-exchange system, and Ellen McDuffie sent an email urging action. Michael suggested creating a window, like the one in Londonderry town office, to allow people to conduct their business with our Town Office staff without going inside. This could be temporary until an air-exchange system is install.
Two proposals have been received for insulating the Town Office. There were three companies contacted that didn't make bids. Spray Foam Insulation's bid \$13,818.45, and Foam Insulators' bid \$18,711. Both companies would remove the old insulation and install new insulation. The main difference is the type of insulation – Spray Foam uses spray foam, and Foam Insulators use rigid board. While the rigid board would make it easier to repair the tubing in the radiant heating system, it is unlikely the tubing would ever need repair.
Next Step: Kord will check with Bob Fisher, town attorney, to make sure two bids and three no bids are legally sufficient.
Moved: If the bids are sufficient, to hire Spray Foam Insulation and have them start work as soon as possible. George moved and all agreed.
6. IT Person for Town Office – Ken Goding has discussed this with Kord.
Next Step: Kord will ask Ken to submit a proposal for protecting our computers.
7. AV Equipment – Becky Eliastam met with Vance and Kord to preliminarily install the equipment her company has donated to the town. The equipment includes a laptop, microphones, speaker, camera, and projector. The equipment can be used for the upcoming candidates' forum. After a few times of using this new equipment, we'll know if it meets all of our town's needs. One thing that would be useful is a cart for storing and transporting the equipment. George and others thanked Becky again for this donation.
Next Step: Becky will let Kord know what cords are needed to make the equipment usable, and Kord will purchase those immediately. Pat will contact the candidates who will participate in the forum to get their approval for video recording. Becky will set up the equipment for the forum.
8. Report from ARPA Committee – Mac reported that the committee has narrowed the projects it is considering from 16 possibilities to seven. These are: (1) additional AV equipment; (2) financial help to get fiber optic lines to all homes wanting broadband; (3) gear for our fire-fighters; (4) funds to pay a grant writer or to pay for a training in grant-writing; (5) insulation and other renovations and upgrades for the Meeting House; (6).matching funds for a grant to install solar panels on the Town Office roof; and (7) additional funds not in the budget for the Town Office air-exchange system and for digitizing the index for the town records.
9. Grant for Solar Installation – Mac reported that the request for proposals for funding to improve municipal energy usage was supposed to be available September 1, but it is not.
Next Step: Mac will continue to explore this possibility.
10. Report on ZBA Decision – A decision was made by the Zoning Board of Adjustment regarding the property on Wheeler Road that is too close to the road according to our zoning set-back regs. A conditional waiver was given, based on the owners providing a plan from a

professional engineer that addresses the run-off situation. Until such plan is received, there is a stop order in place on the construction.

11. Better Roads Grant – The work on Route 121 must be done this year and is complete. Additional work on Wheeler must be done by September 30, 2023.
12. Update on Chase Road Culvert – Much of that work is done, and the road is improved and open to traffic. Additional work is underway.
13. Speed Studies – An additional study was requested from the Sheriff’s Office for West Windham Road during the Labor Day weekend. No information has been received.
Next Step: The selectboard will consider having our town constable enforce speed limits.
14. Report on Roadside Mowing – We rented a mower for the recent roadside work. Having our own town equipment for mowing is still being considered. We have three quotes on an engine driven attachment for our current loader. The other option is a hydraulic attachment that would require purchasing a different loader. There is concern about our present loader wearing out if used for mowing. George recommended exploring Volvo equipment.
Next Step: Richard will continue to pursue quotes for a new loader with hydraulic mower.
15. Update on FEMA Project –The temporary culvert installation on Wheeler Road has been approved for \$39,786. The permanent upgrade project for the Wheeler culvert (that will replace the temporary one) has no final cost approved, but the estimated cost is \$350,276.
16. Collaboration between Londonderry Rescue and Rescue, Inc. – Rescue Inc. is not taking new towns, and the two services already have a cooperative relationship. George suggested inviting a representative from each of the two services to a selectboard meeting to discuss our interest in providing faster service for the folks in the southern end of town.
Next Step: George will invite the two services to a selectboard meeting.
17. Hybrid (In-person/Zoom) Selectboard Meetings – The next meeting of the selectboard will use our new AV equipment and will take place in-person at the Meeting House and by Zoom. Kord will represent the selectboard in person. Michael explained that he cannot attend meetings in person unless the start time is moved to 6:30 PM.

Payroll/Bills

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

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

Adjournment

Moved: To adjourn the meeting at 7:43 PM. Kord moved and all agreed.

The next selectboard meeting is scheduled for September 19, 2022 at 5:30 PM at the Meeting House and by Zoom.

Respectfully submitted,
Mary McCoy, selectboard clerk
Approved September 19, 2022