

**Town of Winhall Selectboard  
Meeting Minutes for Wednesday, June 19, 2024**

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**PRESENT:** Stuart Coleman; Bill Schwartz; Julie Isaacs; Lucia Wing (Secretary); Lissa Stark (Town Administrator); Scott Bushee (Facilities); Trevor Dryden (Roads); Deb Avison (Town Treasurer), Al Bilka (Asst. Town Treasurer).

**MEMBERS OF THE PUBLIC:** Tami Blanchard, Pat Moyna & Jeff Cavagnino (Stratton Corp), Sandy Nystrom (802 Commercial Cleaning), Chris Morrow (running for State Rep), Lawrence Grant, Kevin Bopp.

**CALL TO ORDER:** Coleman called the meeting to order at 5:30 PM at the Town Hall.

**PUBLIC COMMENTS:** *Chris Morrow*, running for State Representative, introduced himself to the Selectboard and those present at the meeting.

**TRANSFER STATION & FACILITIES REPORT:**

**Transfer Station:** Bushee reported on the compost area protocol; portable speed bumps to help slow down vehicles; extra parking area; bears; camera system as irregular; missing ladder; 4-bay garage repairs; and air conditioning in the office area.

**Municipal Buildings:** Bushee reported fire extinguishers, lights etc. had been inspected at all municipal buildings. He had contacted First Line to repair the alarm system at the Community Center; the Center and the Library also needed air conditioning systems; Library windows were scheduled for August; Community Center windows scheduled at the same time if feasible.

**EXECUTIVE SESSION:** At 6:05 PM the Selectboard voted to go into executive session to discuss custodial contracts; *motion by Isaacs; seconded by Schwartz; unanimous.* At 6:15 PM the Board voted to come out of executive session; *motion by Schwartz; seconded by Isaacs; unanimous.* Out of executive session the Selectboard noted that no proposals had been received by the deadline and agreed not to renew the custodial contract with 802 Commercial Cleaning; bringing custodial cleaning in-house instead; *motion by Isaacs; seconded by Schwartz; unanimous.*

**HIGHWAY DEPARTMENT REPORT:** Dryden reported waiting for culvert permits on Winhall Hollow Road and Upper Taylor Hill; Dryden discussed his once monthly Leadership Class as educational and informative; Town roads were being graded; and calcium chloride spread on dirt roads as needed. Culvert projects would begin in July on South Road (Hunter Excavating) and Cranberry Hill Road (A.S. Clark & Sons).

**STRATTON ACCESS ROAD: UPDATE:** Pat Moyna, Jeff Cavagnino (Stratton Corp), and the Selectboard discussed culvert installation by Weaver Excavating on the upper portion of the Access Road. Josh Carvajal, River Management Engineer, had reviewed the sites and outlined deficiencies and areas of non-compliance with MRGP standards. Stratton reported there were several washouts which needed attention. There were issues with some of the culverts not having been installed properly. Bushee suggested hiring an independent consultant to oversee projects of this nature in the future; Stratton agreed. Coleman and Stratton would meet to review; Weaver should be present to discuss the issues and remedies. There was discussion about the contract terms relative to Weaver's work, project completion, standards to follow, etc. Fuller expected to begin paving on Tuesday.

**ACCESS PERMITS:**

After review the Selectboard approved final access permits for Kaiser Realty, #33 Sugarbush Drive Kaiser Realty and Dan Hollenberg, #18 Bromley Knolls with existing culvert; *motion by Schwartz; seconded by Isaacs; unanimous.* After review the Selectboard approved an access permit for Dominick Lio, #59 Garden Loop Road; *motion by Isaacs; seconded by Coleman; passed (Schwartz abstained).*

**LIQUOR BOARD:** At 6:30 PM the Selectboard closed its meeting and entered the Liquor Board meeting. After review, the Selectboard approved an outside consumption liquor license for River Eatery; *motion by Isaacs; seconded by Schwartz; unanimous.* They reopened the Selectboard meeting at 6:35PM.

**WEBSITE UPDATE:** FYI: in the works

**SHORT-TERM TERM RENTAL ORDINANCE:** Blanchard and Schwartz agreed to meet and review changes, suggestions, and additions relative to the STR Ordinance Draft and then send it on to the Town attorney for his opinion.

**BENSON FULLER INTERSECTION UPDATE:** FYI

**AFFORDABLE HOUSING/WASTEWATER UPDATE:** FYI:

**ARPA/SLFRF FUNDING:** The Selectboard discussed ways to spend ARPA money received (Covid). A suggestion was to pay for windows & repairs at the Library and Community Center; the Town Administrator would review eligible uses of the funding. The Town received approximately \$218,000.

**PLANNING & ZONING APPOINTMENTS:** After review, the Selectboard reappointed Tami Blanchard and Phil Fitzpatrick to the Planning Commission and Lucia Wing as Zoning Administrator for another three (3) year term each; *motion by Schwartz; seconded by Isaacs; unanimous.* After review, the Selectboard appointed Cheyanne Pugliese and Hannah Gianotti to the Planning Commission and David Squires to the Zoning Board of Adjustment; *motion by Isaacs; seconded by Schwartz; unanimous.*

**EXECUTIVE SESSION:** At 7:00 PM the Selectboard voted to go into executive session to discuss contractual and personnel matters; *motion by Schwartz; seconded by Isaacs; unanimous.* At 7:15 PM the Board voted to come out of executive session; *motion by Isaacs; seconded by Schwartz; unanimous.* Out of executive session, the Selectboard approved the increased Planning & Zoning fee schedule as presented and approved an increase in zoning fees paid to the Zoning Administrator; *motion by Isaacs; seconded Schwartz; unanimous.*

**TOWN-WIDE REAPPRAISAL CONTRACT:** After discussion and review of the NEMRC contract with the Town of Winhall, the Selectboard tabled approval of a rate increase until the following meeting when Doug Poulter, Lister Administrator could be present to offer further information; *motion by Isaacs; seconded by Schwartz; unanimous.*

**FIREHOUSE: DISCUSSION:** The Selectboard discussed future upgrades to the Winhall Fire Station building. Coleman reported that proposals had been offered by Moore and Breadloaf; there would need to be an RFP process conducted to hire an engineer / architect to design the building. There was discussion about renovating the existing building versus building new. The consensus was that the Fire & Police Departments would be invited to a Selectboard meeting and get their input and wish lists for the RFP.

**TOWN TREASURER REPORT:** The Town Treasurer submitted an audit questionnaire to the Selectboard. After review, the Selectboard authorized Coleman to sign the questionnaire; *motion by Schwartz; seconded by Isaacs; unanimous.*

**EMPLOYEE COST OF LIVING ADJUSTMENTS:** After review, *Schwartz made the motion to adjust COLA per New England Region of 3.2% and revisit merit-based raises after review with employee department heads; seconded by Isaacs; unanimous.*

**POLICIES, PROCEDURES, CORRESPONDENCE:** FYI: the State had sent a letter regarding the need for a townwide reappraisal due to the low CLA.

**APPROVAL OF PAST MEETING MINUTES:** After review, the Selectboard approved the meeting minutes of 6/5/24 as presented; *motion by Schwartz; seconded by Isaacs; unanimous.*

**WARRANTS:** After review, the Selectboard approved warrant 6/19/24 as presented; *motion by Schwartz; seconded by Isaacs; unanimous.*

As there was no other business, the meeting was adjourned at 7:30 PM; *motion by Schwartz; seconded by Isaacs; unanimous.*

Lucia Wing,  
Secretary Winhall Selectboard

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Stuart Coleman, Chair

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William Schwartz, Vice-Chair

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Julie Isaacs, Member

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