

West Windsor Selectboard
Draft Minutes
April 27, 2020

Present on conference call: Win Johnson, Brett Myers, Matt Kantola, Martha Harrison, Al Keiller, Mike Spackman, Nancy Gaynor, Deb Shearer, Craig Gardner

- 1) Call to Order – Selectboard Chair Win Johnson called the meeting to order at 6:30 PM.
- 2) Changes or additions to the agenda – Win noted that the Governor has mandated safety training for all employees and we have to document that each employee has taken the course.
- 3) Announcements/Public Comment – None
- 4) Updates – Emergency Management Coordinator: Mike had nothing new to report. Health Officer: Nancy said it's been quiet, which is good. Town Office: Win said he goes to the town office a couple times a week and the door's always locked so he doesn't think many people are going in. Win said common areas, like break rooms, have to be closed. Brett asked if people going into the Town Hall are wearing masks. Win said Cathy is not wearing one, but he doesn't know about others. Brett and Matt said Cathy and anyone interacting with her should wear masks. Win said he will talk with her and see about putting a sign up. Events: Martha said at the last meeting Bill Ley said they had not decided about the Fourth of July yet. Win said he hasn't heard from Bill but the Vermont 100 and Ragnar are both cancelled. Deb said the Five & Dime is cancelled. Win said he will check with Bill.
- 5) Town Clerk's Report – Orders: Win noted that there is an on-line folder containing copies of the documents to be considered during tonight's meeting, and the link to access the folder is referenced at the bottom of the agenda. Win said he has signed the orders and there are copies in the shared folder. Win asked Matt and Brett if they had questions about any of the orders. Matt and Brett said no. Review budget v. actual financial statements: For the General budget, Win noted a \$988 charge for the regional recreation plan and a couple of \$120 conference calls. Win said we've switched to a free service now. Win noted that printing the town report was over budget, as was the delinquent tax expense, which is due to the tax sale. Win also noted a charge to ballot clerk expense, which Cathy is going to correct. Win said insurance expense is high because we paid our entire annual premium, and Cathy is going to call John Mudgett about long-term debt because the numbers are negative, which is obviously not correct. Nancy said, in the past, the school has contributed \$500 toward printing the town report but the report did not include the school this year so the town had to pay the whole amount; that's why the town report was over budget. Brett and Matt has no questions. Highway budget: Win said he can send the budget report to Mike if he hasn't seen it. Win noted that we have already spent \$23,500 of our \$29,000 salt budget and asked Mike if he thinks we're going to go over budget. Mike said the salt shed is more than half full but it's \$2,500 per load so it doesn't take long to add up. Win noted that grader repair is at \$23,750 and asked Mike if we're getting a credit for some of that. Mike said no, but the most recent bill was reduced by about \$500. Win said we're \$13,500 over on grader repair. Mike said they took it in for \$18,000 in repairs, but they found some more problems while they were working on it. Win said the remaining actuals look good.
- 6) Approve revised Land Use & Operating Agreement with Ascutey Outdoors (AO) – Win said the main changes have to do with AO's use of the maintenance parcel. Win said Steve Crihfield and Glenn Seward are okay with it. Matt and Brett had no problems with the

revised agreement. **Brett moved to approve the revised agreement. Matt seconded the motion.** Mike asked about the Water System's use of the parcel for storing their ATV. Win said, hopefully, we're going to sell the ATV unless the Fire Department wants it. **Win called for a vote on the motion, which passed unanimously.**

- 7) Consider extending late fee waiver for dog license renewals (if necessary) – Win said there are still about 20 outstanding renewals. Win added that Cathy called everyone a couple of weeks ago and most of them renewed so she's not inclined to extend the fee waiver. The Selectboard agreed that there should not be another extension beyond April 30th.
- 8) Appoint Tree Warden – Win said, at Mike's suggestion, he contacted Craig Gardner about being the Tree Warden. Craig said he read the related statutes and he is interested, especially with regard to the emerald ash borer (EAB) issue. Win said the budget for tree removal this year is \$8,000 and retired Tree Warden Tom Kenyon has spent \$4,500 so there aren't a lot of funds left in the budget for this year and there are one or two large pines that may need to be removed. **Win nominated Craig Gardner to be West Windsor's new Tree Warden. Matt seconded the nomination, which passed unanimously.** Craig said he would get in touch with Tom about the pine trees. Win thanked Craig and said the Selectboard is open to his input on EAB and next year's budget.
- 9) Highway Foreman's report – Mike said spring scraping is done and they will start ditching and installing culverts when they're done with the project on the former Burke property. The chloride trailer needs to be registered, but otherwise it's ready to go. The hydro-seeder will be ready to go soon also.
- 10) Update on Burke property project – Mike said the sand pile area is level, they installed an under drain, and they're getting ready to do the footings for the salt shed. Mike said they can't move the sand pile until the salt shed is done. Win said LE Environmental has the go-ahead to do the testing and Alan Liptak has been in touch with a well driller. Win asked about the culvert projects. Martha said they're not usually done until July anyway, because of the stream flow. Mike said Jon Murphy is planning to do the Harrington project in July and the Rush Meadow project in August, but we haven't heard anything from Crown Point. Mike said Green Mountain Power hasn't heard from Crown Point either. Martha said she asked Scott Jensen if he has heard from anyone about the permits, but she hasn't heard back from him. Mike said Jon is all set with permits for the Harrington project. Martha said the Rush Meadow project needs an Army Corps permit, which takes at least a month to get. Win asked Mike to call Crown Point for an update. Win asked Mike to make sure the highway crew takes the coronavirus safety training.
- 11) Extend deadline for Selectboard public hearing on Town Plan by 60 days – Win said he and Martha have been working on the Town Plan and hope to have edits to the Planning Commission soon. Win said Martha is currently working on the Education chapter with Elizabeth Burrows. In the meantime, Win said, we need to extend the deadline for the public hearing. Martha said it was supposed to be held by mid-May; a sixty-day extension should be enough, but the Selectboard could go a little longer. **Win moved to extend the deadline for the Selectboard to hold a public hearing until July 31st. Matt seconded the motion, which passed unanimously.**
- 12) Continuity of Operations planning – Martha said she put this item on the agenda just in case there was something to discuss.
- 13) Other Business – Conference service: Win said the service we're using isn't ideal but it's free, as compared to \$120 per call for the other service. Matt said he thinks it's fine. Brett

agreed. Deb said the Planning Commission is using a different free service and she'll let the Selectboard know if it's any better.

14) Approve Minutes – **Brett moved to approve the minutes of April 13th. Matt seconded the motion, which passed unanimously.**

15) Adjourn – **Brett moved to adjourn at 7:21 PM. Matt seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison