

West Windsor Selectboard  
Draft Minutes  
December 10, 2018

Present: Win Johnson, Matt Kantola, Brett Myers, Mike Spackman, Martha Harrison, Cathy Archibald, Tom Kenyon, Peter Vollers, Cathy Hoyt (Windsor on Air)

- 1) Call to Order – Selectboard Chair Win Johnson called the meeting to order at 6:30 PM.
- 2) Changes or additions to the agenda – Library update, Store sign
- 3) Announcements/Public Comment – None
- 4) Town Clerk/Treasurer’s Report – Sign Town Clerk’s orders: **Brett moved to sign orders. Matt seconded the motion, which passed unanimously.** Financial reports: Win suggested reviewing the reports when the budget is reviewed.
- 5) Informal discussion: VT Overland Maple Adventure Ride – Peter Vollers was present to discuss the ride, which is proposed for March 24, 2019. Peter noted that the event started and ended at the mountain parking lot last year. This year, it would start at the mountain and end at the store. Unfortunately, Peter said, there were three accidents last year. Peter noted that the event is insured by USA Cycling. Mike said he was coming down the Brownsville-Hartland Road during last year’s event and there was a large group of cyclists taking up both lanes of the road from Sheddsville Road to the Brownsville Cemetery, which is unacceptable. Mike added that there was no police presence. There was discussion about how to prevent participants from blocking the road during the 2019 event. Peter said he would have police present. Mike said he thinks that would help. Matt and Win suggested a staggered start. Brett asked if the riders would spread out faster if there was a police presence but no pace car holding them back at the beginning. Peter agreed that could work. Win said Peter will need to submit an event application and Ascutney Outdoors will have to co-sponsor the event. Tom asked when the ride starts. Peter said it starts at 10:00 AM. Peter noted that the event raises \$3,000 to \$4,000 for Ascutney Outdoors and will have a positive impact on the store.
- 6) Approve and sign Legal Trail decisions – Win said Renee Johannensen is happy with the language of both decisions. Trail Discontinuance: **Brett moved to approve the Decision and Order of Discontinuance of Legal Trail (L.T. 1). Matt seconded the motion, which passed unanimously.** Trail Lay Out: **Brett moved to approve the Decision and Order to Lay Out a Legal Trail. Matt seconded the motion.** Tom asked what the trail will be called. Win said the Hartland Selectboard suggested naming the new trail the Verdun Hill Trail. Win said he has no objection to that name. Matt and Brett had no objection. Mike said the town will have to remove the discontinued trail from the official town highway map and add the new trail, and we can name it at that time. Win asked when the decision takes effect. Martha said there is a 30-day appeal period. **Win called for a vote on the motion, which passed unanimously.** There was brief discussion regarding trail signage.
- 7) Sign Municipal Planning Grant Agreement – Win noted that the Planning Commission’s application for a grant to support their re-write of the Town Plan was approved. The grant is for \$7,309. **Brett moved to authorize the Chair to sign the grant agreement. Matt seconded the motion, which passed unanimously.**
- 8) Recommendation re: replacement of Town Hall storm windows – Matt noted that the work has been done. Tom got a cheaper price so they went ahead with it. Win noted that, at the last meeting, Matt suggested gradually replacing the windows over time, which would be a long-term capital improvement project. Tom suggested an energy study. Win said an energy study was done a few years ago. Matt said he and Tom can get some quotes on window

replacements for future planning. Matt also suggested thermal curtains for the upstairs hall. Win noted that there was \$10,000 in this year's budget for Town Hall maintenance, and suggested using some of that for improvements. In 2018, most of the \$10,000 was spent on upgrading the alarm system. Win suggested replacing one or two windows next fall if there are funds available in the Town Hall maintenance budget.

- 9) Adopt Burglar Alarm Ordinance – Tom expressed concern about requiring the registration of alarm systems. Mike said he thinks it's important that alarm systems are registered so the police have location and contact information. **Brett moved to adopt the ordinance. Matt seconded the motion, which passed unanimously.**
- 10) Adopt revised Speed Limit Ordinance – Win asked which roads still need traffic studies. Martha said Rush Meadow and Coaching Lane Extension. **Brett moved to adopt the revised speed limit ordinance. Matt seconded the motion, which passed unanimously.**
- 11) Highway Foreman's report – Update on Highway Department activities: Mike noted on-going budget work, and heavy sand use due to the weather. Mike also reported that the chipper had a wiring issue today and caught fire. He doesn't know the extent of the damage yet. Mike said the state asked for a damage cost estimate from the recent storm and he estimated \$10,000. Mike said the Highway Department is proactively cutting limbs that are hanging over the road and likely to come down with the next heavy wet snow.
- 12) Discuss employee insurance benefits – Win said he looked at the VT League of Cities and Towns (VLCT) survey that was done in 2016 and noted the benefits offered by eight towns in our area, then asked Martha to follow up with phone calls to those towns to get additional information. Martha provided a chart summarizing the information. Win said West Windsor offers fairly good health insurance, but does not offer dental, vision, short-term disability, long-term disability or life insurance. All of the other towns offer at least one of these additional benefits. Win said we have gotten quotes for short-term disability and dental coverage from VLCT. Win said towns that offer dental are required to offer it to all full-time employees and are required to cover 100% of the cost. Win described the various dental plans. Win said covering all six of West Windsor's full-time employees would cost just under \$2,700 per year. The cost of short-term disability for all six employees, which covers 60% of an employee's salary for 25 weeks, is about \$1,400 per year. Win said adding both benefits would cost less than \$4,000 per year. Matt suggested including vision coverage as well. Win suggested adding dental and short-term disability this year and considering the addition of vision next year. Win said he also got some information about highway pay and found that West Windsor appears to be in the ballpark, although Windsor and Woodstock pay more than we do. Matt said West Windsor pays more than Weathersfield. Matt suggested trimming the budget in other areas in order to provide dental and short-term disability benefits. **Matt moved to get firm quotes on dental plan #2 and short-term disability insurance so we can add them to the 2019 budget. Brett seconded the motion, which passed unanimously.** Win asked if most employees use all the funds in their health reimbursement account. Cathy said people with single-person plans get \$1,250 and people with two-person or family plans get \$2,500. Cathy said she uses all of hers.
- 13) Water System – Martha said the Mission system went haywire with the power outage. The upper tanks were not sending information to the booster pumps so the pumps kept pumping until the tanks overflowed. When we figured out what was happening, Dennis shut the pumps off and ran them manually until power was restored. Store: Win noted Martha's email about the additional water and sewer allocations the store will need as they ramp up their services, which the Selectboard will need to consider. Improvement projects: Win noted that A+E was in town last week to review their progress on the preliminary engineering reports for the

proposed water and sewer projects. For the water system, the improvements include a generator, a new well house, and rerouting the lines under the skier bridge. For sewer, the improvements would be to the old collection system where there are blockages, cracks and other issues. Win said we will have final reports in early January, including an analysis of whether rates are sufficient to cover project costs. Both projects will involve bond issues.

- 14) Sewer System – Martha said she contacted Mike Reynolds to find out how Windsor typically addresses blockages in the system. Martha said she also reviewed the blockage that's close to pump station #1 with A+E and they don't think it needs to be addressed right now. Martha said she will send a photo of the blockage to Mike and the Selectboard. Win said there is a worse blockage in the upper portion of the system, but there are only a couple of houses behind it so it's not as urgent.
- 15) November Police Report – Win noted three animal problems. Martha said she requested more information from the Windsor Police Department but has not received it yet.
- 16) Other Business – Library: Tom said the trustees were scheduled to meet today but did not have a quorum. Tom noted that the library appoints its own trustees. If they fail to do so, then the Selectboard fills the vacancy. Tom said in the 2017 town report included an improvement of \$5,379 and asked if the Library should send a request for payment. Win asked Tom to provide information about when the payment was approved. Tom noted that the West Windsor Facility Use Policy identifies the library as a municipal facility. Tom said the Town Treasurer wants to see, in writing, what and how the Librarian is supposed to be paid. Win said this is a gray area; if the Library has an independent board, then they are not under the Selectboard's jurisdiction, and their employees are not town employees. Tom disagreed and said if the library is independent, then they should have been filing a Form 990 with the Secretary of State. Win suggested a joint meeting after the first of the year, with Matt Birmingham and Chris Callahan, who worked on the Weathersfield Library situation. Win agreed to call Chris. Store sign: Tom said the DRB asked him to check the sight distance for the sign at the store, and it appears that the proposed location is in the state highway right-of-way, which is against state law. Tom said he asked Chris Bump from the Agency of Transportation to come and look at it. Chris came down and agreed to come back in the spring and mark the ROW. Tom said the store already poured the foundation for the sign, based on information provided by the town. Martha disagreed and said it's her understanding that the DRB gave the store permission to put a sign where the old sign was. Win said this is a matter for the DRB to resolve. Win said there's also a question as to whether the proposed sign is too large, according to the standards in the zoning regulations, but the Selectboard is not involved in this. Use of Town Hall: Cathy said someone has asked to use the Town Hall for free financial workshops in January, February and March. The Selectboard had no objection. Martha asked if he should fill out a facility use form. Win said yes.
- 17) FY 2019 Budget Preparation – Win said he will work with Cathy and Mike and come up with a draft budget for discussion at the December 17<sup>th</sup> meeting. Tree removal: Win asked Tom about the tree removal budget for 2019. Tom said it should be half what it was in 2018.
- 18) Approve Minutes – **Brett moved to approve the minutes of November 9<sup>th</sup>, November 12<sup>th</sup> and December 3<sup>rd</sup>. Matt seconded the motion, which passed unanimously.**
- 19) Adjourn – **Brett moved to adjourn at 8:00 PM. Matt seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison