

West Windsor Selectboard
Draft Minutes
December 14, 2017

Present: Dick Beatty, Brett Myers, Win Johnson, Cathy Archibald, Martha Harrison, Gary Burke

- 1) Call to Order – Selectboard Chair Dick Beatty called the meeting to order at 6:00 PM.
- 2) Announcements/Public Comment – Gary Burke said his garage and land across from the Town Garage are still for sale and asked if the town would consider making an offer. The Selectboard said Gary's property is on their list of possible investments and they will discuss it with Mike Spackman, but they are not in a position to negotiate seriously at this time.
- 3) Consider signing contract with SWCRPC for Bridge, Culvert, Road Condition and Road Erosion Inventories and Capital Budget – **Win moved to authorize the Chair to sign the contract on behalf of the Selectboard. Brett seconded the motion, which passed unanimously.**
- 4) Changes or additions to the agenda –Sign water ordinance: **Win moved to sign the water ordinance, which the Selectboard approved on December 11th. Brett seconded the motion, which passed unanimously.** Sign Utility Advisory Committee resolution: **Win moved to sign the resolution, which the Selectboard approved on December 11th. Brett seconded the motion, which passed unanimously.** Sign letter: **Win moved to authorize the Chair to sign a letter to David Leavitt, in response to his letter on the water ordinance. Brett seconded the motion, which passed unanimously.** Water system map: Martha showed the Selectboard a large-scale hard copy of the draft water system map. Win had a question about one of the distribution lines. Martha suggested a discussion about the public and private portions of the system. Municipal Planning Grant initial meeting: Martha said the regional planning commission would like to know who to invite to the initial meeting about the three-town recreational planning project. The Selectboard agreed that Dick Beatty and Michael Bell should represent West Windsor at the initial meeting. Request by School: Martha said Ben Waters removed the berm on the playground side of the walkway at the school. The cost was around \$300 to \$350 and the school would like to know if the town will cover the cost as part of the sewer project. Dick said he thought the school was going to have that done. Win agreed and said he doesn't recall the town agreeing to reimburse the school. **Win moved to ask the School Board to cover the cost of removing the berm. Brett seconded the motion, which passed unanimously.** Win said the town agreed to cover the cost of the paving. Dick agreed. Dick asked if the Landinos have responded to his letter. Martha said no.
- 5) 2017 & 2018 Budget Review/Discussion – Win asked Cathy if she's going to accrue the grants that we haven't received yet, including the Better Roads grant for the Silver Hill project (\$17,962.20) and the Municipal General Roads Permit grant (\$12,000). Cathy said she will accrue them at the end of the year if they haven't come in. Win asked Cathy to transfer \$20,000 to the Road Maintenance Reserve Fund. Win had some questions about the highway budget that he will ask Mike Spackman. Win said he called Tom Marsh to ask about traffic ticket revenue but he hasn't heard back. Win asked about the increase in dispatch fees. Cathy said, according to Mike, they're going up. Win asked about debt service on the fire truck. Cathy said it's \$55,000 for the principal and \$7,012.50 for the interest. Win said the budget needs to include debt service on the sewer project, including interest and principal of \$43,304. After discussion, the Selectboard agreed to budget \$8,000 for the Zoning Administrator. Cathy said she needs to transfer \$5,000 to the Conservation Fund. Regarding

Windsor on Air's request for a contribution, Win said he would like to know what they're getting from other towns. Brett agreed to ask for that information. Cathy said she still needs to reimburse the town for her time on water and sewer. Win noted that we still need requests from the Fire Department, the FAST Squad, the Library, and many others. Cathy said she'll call Nancy Gaynor about the FAST Squad's request. There was discussion about the amount of revenue transferred to the Highway Department. Cathy said the Selectboard usually does annual reviews for the Highway Department in December. Dick said when the new highway crew member was hired, it was understood that he would not be eligible for a raise in 2018. Cathy noted that health insurance is part of total compensation. Brett asked if that includes dental and vision coverage. Cathy said no. Dick asked Cathy to find out what the school pays for health insurance. Brett asked what other towns pay. Cathy said quite a few towns pay 100%. Win said he will call Mike and ask him for his wage recommendations.

- 6) Other Business – Cathy noted that a Windsor resident who is questioning West Windsor's contract with the Windsor Police Department stopped in and left some business cards and other information. Cathy gave the information to the Selectboard.
- 7) Sign Town Clerk's orders – **Win moved to sign Town Clerk's orders. Brett seconded the motion, which passed unanimously.**
- 8) Executive Session – **At 6:55 PM, Win moved to go into Executive Session to discuss wages for 2018. Brett seconded the motion, which passed unanimously.** After discussion, **Win moved to come out of Executive Session at 7:34 PM. Brett seconded the motion, which passed unanimously.**
- 9) Adjourn – **Win moved to adjourn at 7:35 PM. Brett seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison