

West Windsor Selectboard
Draft Minutes
December 17, 2018

Present: Win Johnson, Matt Kantola, Brett Myers, Mike Spackman, Martha Harrison, Cathy Archibald, Tom Kenyon, Amy Yates

- 1) Call to Order – Selectboard Chair Win Johnson called the meeting to order at 5:30 PM.
- 2) Changes or additions to the agenda – Library update, Legislative matters, Executive session, Short-term disability
- 3) Announcements/Public Comment – None
- 4) Town & Highway Budget discussions – Capital Budget: Win said we will end the year with approximately \$212,443 in the Equipment Fund and \$104,467 in the Roadway Maintenance Fund. Win noted that the town spent less on the one-ton truck than expected. Win said Mike also expects to spend less than planned on the 2019 truck and would like the town to consider purchasing an excavator to reduce annual equipment rental costs. Mike said he has done additional research and thinks the town should buy a Caterpillar 307.5 and trailer for \$105,000. Other options include a 7-year lease/purchase for \$16,366 per year, or a 5-year lease/purchase for \$21,864 per year. Win noted that the Equipment Fund would have a balance of \$99,519 at the end of 2019 if we purchase the excavator and trailer. Win also noted the projected balance in the Equipment Fund over the following five years. Win said an increase in the transfer from the highway budget to the Equipment Fund would offset the decrease in equipment rental expenses so there would be no net effect on the highway budget. Mike said the Caterpillar 307.5 has a 7-year warranty. Mike said he also got a quote of \$99,750 for a Case with a one-year warranty. There was discussion about the eventual purchase of a new grader to replace the one we have, but Mike would like to put that off until 2026 if possible. Win suggested making a decision on the purchase of an excavator at the next meeting on December 27th. Highway Budget: The Selectboard reviewed a few of the budget items with Cathy and Mike.
- 5) Short-term disability proposal – Amy Yates was present to go over an estimate from Colonial Life for individual short-term disability plans for full-time town employees. Amy reviewed the coverage, which is similar to the coverage that would be provided by Lincoln National through the VT League of Cities and Towns (VLCT). Win said the monthly cost for the Lincoln National plan appears to be a lot lower than the monthly cost for the Colonial Life plan. Win said we'll double check VLCT's cost estimate. Amy said if the Lincoln National plan is a group plan and is not portable, that could account for the cost difference.
- 6) Town Budget: Cathy suggested changes to the amounts for ballot clerks; delinquent tax collector expense; and advertising/printing/postage. Win asked what is included under "telephone/internet." Cathy said there's a monthly per person fee for email. Martha said we also pay an annual fee to Go Daddy for our domain name. Win said he reduced the tree removal line item. The Tree Warden had no objection. Win asked Martha to find out what Windsor is going to charge for law enforcement. After discussing "Ground Care & Supplies," the Selectboard lowered the amount to \$2,000. Win suggested moving \$5,000 from Town Hall repairs & maintenance to Town Hall improvements so we can start replacing the windows. Matt noted that the wheels on the cannon are looking pretty rough. Win said he's not in favor of spending money on the cannon. Matt and Brett agreed. The Selectboard budgeted \$400 for trash removal. Cathy said the restoration of records expense is offset by the restoration surcharge, but some could be shifted to office supplies. Brett asked about

including Windsor on Air under Appropriations. Cathy said she will add that. Win said he will contact Bill Ley about the town's Independence Day contribution. Win said for CPA/audit expenses 10% should be allocated to water and 10% should be allocated to sewer. Cathy said there are two more weeks of payroll in 2018. Regarding short-term disability, Win said he thinks a group plan that is not portable is fine. Cathy said Senior Solutions has asked for a \$750 appropriation and she told them they need to submit a petition. Win asked if that used to be called Council on Aging. Cathy said yes. Cathy said she also got a request for \$108 from Public Health Council of the Upper Valley but she needs a petition on that as well.

- 7) Other Business – Next meeting: Win asked if the Selectboard could meet at 6:00 PM on December 27th rather than 6:30 PM. Brett and Matt agreed. Library: Tom said the town owns the library and the Selectboard appoints the Librarian, who is a town employee. According to Tom, the only thing the Library Trustees deal with is the building and grounds. Win asked if this topic can be discussed in January so the Selectboard can finish up the budget. Tom said as of January 1st the town will be paying the Librarian. Win said the town doesn't budget for the Library. Tom said the Selectboard has to start budgeting for the Library and the Library Trustees are requesting \$4,100 for building and grounds. Brett asked about the legal opinion and what happens with the library's trusts. Tom said the trusts are held by the trustees. Win said the library appropriation has been penciled in at \$18,000. Win asked Tom if he is suggesting that amount be reduced to \$4,100. Tom said the Selectboard can do whatever they want, including setting up a Library category in the budget with a line item for the Librarian's wages. Cathy asked if the town can set the Librarian's hours. Tom said yes; the town can do whatever it wants. Brett said if the Librarian is a town employee, she would be subject to the town's personnel policy. Tom agreed. Tom said the library trustees thought they were empowered to hire the Librarian but they are not. Win asked where this new information is coming from. Tom said the trustees reconciled their policies and could not find where it says that the trustees hire the librarian; the trustees just make a recommendation to the Selectboard. Mike said his wife used to work for the Norman Williams Public Library and the Town of Woodstock was not responsible for her paycheck; the Board of Trustees signed her paycheck. Win asked where the \$18,000 figure came from. Tom said Mary-Anne Boyce did the calculations. Win asked if the trustees endorsed that amount. Tom said no. Win asked if the trustees have a budget for wages and all the other library expenses; if there's a record of what was spent in prior years. Tom noted the totals from prior years. Tom said in prior years the trustees spent money from the Savage Fund and the Blood Fund and they weren't authorized to do that. Tom said the library has about \$8,000 and they are talking about using it to replenish those trust funds. Matt said it would not be a new expense, it would just be a change in how the funds are administered. Tom said he thought the Selectboard should be aware that the trustees do not, and will not, employ the librarian. Win asked if all this is recorded in the trustees minutes. Tom said they are going to confirm it on Wednesday. Brett asked who hired the librarian. Tom said the trustees did but they weren't supposed to. Brett said she thinks the Selectboard needs to talk with an attorney. Win said he agrees that these issues need to be resolved but there are questions about how that should happen.
- 8) Sign Town Clerk's orders – **Brett moved to sign orders. Matt seconded the motion, which passed unanimously.**
- 9) Legislative matters – Win volunteered to attend the meeting with John Bartholomew and Zach Ralph. Win said he is concerned about the penalty on the school tax rate, which costs West Windsor a lot of money. Win said he brought this matter up at Town Meeting and none of the legislators followed up. Even if they couldn't do anything about it, Win said, they

should have communicated that. Win said several West Windsor residents met with two of our state senators this year about Act 250 and there was no follow up on that either. Win said he thinks we should also talk with them about the MRGP requirements. Martha said she recalls Nancy mentioning that the FAST Squad is losing members due to onerous and expensive training requirements. Win noted that Colin and Chris Eggleton have both just been certified as EMTs. Tom said special education should be funded by the state-wide property tax, not the local school budget.

- 10) Executive Session/Adjourn – **Brett moved to go into executive session at 7:00 PM. Matt seconded the motion, which passed unanimously.** After making a decision to include a 2.5% wage increase in the budget for the purpose of further discussion, **the Selectboard agreed by consensus to come out of executive session and adjourn at 7:20 PM.**

Respectfully submitted,

Martha Harrison