

WEST WINDSOR SELECTBOARD

Draft Minutes
December 31, 2013

Present: Glenn Seward, Tom Kenyon, Bruce Boedtke, Mike Spackman, Cathy Archibald

- 1) Call to Order – Selectboard Chair Glenn Seward called the meeting to order at 7:30 AM.
- 2) Changes or additions to the agenda – Tom had an article concerning the centennial celebration of Story Memorial Hall; Glenn noted receipt of a revised drawing of the agricultural access proposed by the Browns on Bryant Road.
- 3) Sign Town Clerk's orders – **Tom moved to sign orders. Bruce seconded the motion, which passed unanimously.**
- 4) Planning Commission appointment – See item #7 below.
- 5) Finalize 2014 Budget – Highway Budget: Glenn suggested discussing the 2013 surplus. Mike said he's concerned about the 2014 budget for salt, which is hard to predict. The Selectboard agreed to leave the 2014 salt budget as is with the understanding that, depending on the weather, we may go over budget. Glenn asked Cathy if she has moved the amount raised by the 3 cent increase in the tax rate (\$78,952.77) to a fund for the refurbishment of roads. Cathy said yes. Cathy also confirmed that the amount spent on the mower has been returned to the equipment and reserve funds. Glenn noted that the amount spent on trail marketing came out of town forest funds rather than reserve funds. Tom suggested leaving it that way and using reserve funds to finish the survey of the town forest, rather than using town forest funds. Glenn and Bruce agreed. Glenn said that leaves a surplus in the highway budget of \$78,997. Cathy said the Equipment Fund has a balance of \$2,147 and the Paving Fund has a balance of \$64,008. Mike suggested putting \$40,000 in the Equipment Fund, \$10,000 in the Paving Fund and keeping the rest for cash flow. The Selectboard agreed. Tom said if we put \$60,000 in the Equipment Fund in 2014, then the balance will be \$100,000 by the end of the year. Mike said the net cost of the next town truck will be about \$110,000 but it won't be ordered until 2015, for delivery in 2016. Glenn said it would be nice if we weren't taking the Equipment Fund down to zero every time we buy a truck. Cathy said the highway budget for 2014 is \$559,215. Glenn suggested increasing the highway budget so more money can be put in the Equipment Fund. Tom said he does not want to do that. Glenn said he's thinking of the future. Bruce agreed with Tom. Mike agreed with Glenn that we should be setting money aside to replace the grader and the loader. Mike asked if the remaining surplus in the general fund is going to help pay for the repairs to Bowers Bridge. Glenn said he is in favor of that. Mike asked how he's supposed to determine whether he's spending money from the general fund or the refurbishment fund. Glenn said Mike should propose projects that are over and above regular maintenance to the Selectboard for funding from the refurbishment fund. Tom and Bruce agreed. Cathy said the state owes the town \$19,000 for flood repairs, \$5,000 for the Better Backroads project on Delano Road, and \$80,900 for the Brook Road Bridge. Cathy said she will get a draft of the Town Meeting warning to the Selectboard for their January 13th meeting. Town Budget: Glenn said there is a \$62,926 surplus in the town budget and noted that \$10,000 was moved to the Sheddsville Cemetery budget, and additional amounts were set aside for cemetery wages and personnel bonuses. Tom said his biggest concern is the current use revenue, which was \$90,000 in 2013 and is budgeted at \$10,000 for 2014. Glenn suggested that the \$62,000 go into the reserve fund in anticipation of the current use payment. Cathy suggested putting \$50,000 in the reserve fund and keeping \$12,000 in the operating budget for cash flow purposes. **Bruce made a motion to proceed as Cathy suggested. Tom seconded the motion, which passed unanimously.**
- 6) Discuss Town Meeting format – Glenn asked if the school is going to do a separate report this year. Tom noted that the School Board has not agreed on a budget yet. Bruce asked if the school is going to have a separate meeting. Glenn said the only school meeting he is aware of is the

public meeting on January 8th. Glenn asked Tom and Bruce if they agree with proposing a separate town meeting and school meeting on March 4th, with the town meeting to start at 9:00 AM as approved by the voters. Bruce and Tom agreed. Glenn said he will bring it up at the school's January 8th meeting. There was discussion about the need for changes in education funding at the state level.

- 7) Planning Commission appointment – **Glenn nominated Elvin Kaplan for another three-year term on the Planning Commission. Bruce seconded the motion, which passed unanimously.**
- 8) Discuss Town Forest Committee (TFC) responsibilities – Glenn said he is planning to attend the Town Forest Committee's next meeting on Thursday, January 2nd. Glenn suggested clarifying that the TFC's mission is to advise the Selectboard in the management of the Town Forest. Glenn also suggested proposing a list of items that the Selectboard would like the TFC to take care of over the next year such as an RFP for completion of the town forest survey and an Act 250 narrative for changes to the trail system. Glenn said if a majority of the TFC members are not interested in continuing to serve, he would have no problem dissolving the committee and having the Selectboard manage the town forest with guidance from the Conservation Commission. Bruce said he would like to see how the meeting goes before making any decisions about dissolving the committee but he thinks it makes sense for the TFC to pursue the two items Glenn mentioned. Bruce said he has no problem with clarifying the advisory role of the TFC. Tom agreed but said he doesn't think the TFC needs to be involved in the completion of the boundary survey; it needs to be done and the Selectboard should just have it done. Glenn agreed. Glenn said he is happy to consider recommendations from the TFC if they are made in a timely manner. Bruce suggested attaching due dates to the tasks that need to be done.
- 9) Other Business – Story Memorial Hall: Tom proposed an article for the town warning establishing an historic preservation fund to be financed with grants and other non-tax revenue. Tom said the clock restoration would cost \$16,900 with an additional \$600 to move the clockworks downstairs. In addition, Tom said there are four options for the face: wood with gold lettering (\$19,200) white with black lettering (\$16,000), cast iron with gold (\$24,340), or brass, which will never need any additional maintenance (\$34,500). Tom also suggested an additional \$18,000 for the clockworks area. Tom said he thinks restoring the clock and updating the Town Hall's audio/visual equipment would take \$100,000. Tom said he will draft an article for the Selectboard to consider. Floors: Tom suggested asking the inmates to refinish the floors in the spring when the windows can be opened. Events: Tom said he would like to encourage local organizations to hold some events this winter. Property sales: Tom noted that property seems to be selling in line with the 2013 Grand List.
- 10) Adjourn – **Glenn moved to adjourn at approximately 8:35 AM. Bruce seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison