

West Windsor Selectboard
Draft Minutes
December 3, 2018

Present: Win Johnson, Matt Kantola, Brett Myers, Mike Spackman, Martha Harrison, Cathy Archibald, Tom Kenyon, Erik Boedtker, Dave Perry, Kevin Rea

- 1) Call to Order – Selectboard Chair Win Johnson called the meeting to order at 4:00 PM.
- 2) Changes or additions to the agenda – Emergency Management Coordinator; Yale Heights stormwater permit; reschedule January 7th meeting; Thank you letter – the Climb Fitness Center; Library update
- 3) Announcements/Public Comment – None
- 4) Executive Session – **Matt moved to go into executive session to conduct highway employee reviews at 4:02 PM. Win seconded the motion, which passed unanimously.** After discussions with the highway employees, **Matt moved to come out of executive session. Brett seconded the motion, which passed unanimously.** There were questions about how long workers’ compensation covers an employee’s salary and how much of the salary it covers.
- 5) Sign Town Clerk’s orders – **Matt moved to sign orders. Brett seconded the motion, which passed unanimously.**
- 6) Sign Sewer Asset Management Plan loan documents – **Brett moved to authorize the signing of the revolving loan fund documents for the sewer asset management project for a total of \$14,000. Matt seconded the motion, which passed unanimously.** Martha noted that half of the loan will be forgiven so only \$7,000 will have to be repaid.
- 7) Other Business – Emergency Management Coordinator: Win said he received a letter of resignation from Jim Kenyon, effective December 31, 2018. **Brett moved to accept the resignation. Matt seconded the motion, which passed unanimously.** There was discussion about the Emergency Management Coordinator’s responsibilities. The Selectboard asked Mike to think about who might fill the position. Cathy said the Emergency Management Coordinator gets a stipend of \$2,000. Yale Heights stormwater permit notice: Martha said the state wants the town and the Yale Heights POA to sign a Notice of Issuance, acknowledging that the permit was issued, then record it and send it back to them. **Matt moved to authorize the Chair to sign the Notice of Issuance. Brett seconded the motion, which passed unanimously.** Thank you letter: The Selectboard agreed that Win should send a letter to Erin Kershaw and the Climb Fitness Center thanking them for their offer of free hot showers to residents who did not have power during the recent prolonged outage. Grand List: Tom expressed concern about the town’s declining Grand List. Discussion followed. Library update: Tom said the Library Trustees have determined that the Mary Blood Library is a municipal library and the librarian is a town employee. Win asked if the Trustees disagree with Matt Birmingham’s opinion. Tom said yes. Win said if the issue has been resolved, then we need to have a letter from someone so we aren’t still debating it five years from now. Win added that, if it’s a municipal library, the Selectboard has to pass a motion appointing the trustees. Tom said when a Library Trustee resigns, he or she recommends a replacement, who is then considered by the remaining trustees. If the remaining trustees fail to appoint a replacement, then the Selectboard can appoint someone. Win said he’s not sure it is a municipal library if the trustees don’t report to the Selectboard. Tom noted that the Library also has its own personnel policy. Win said it sounds like a separate organization. Tom said he has been directed to have further discussions with Matt. Tom said the town owes the

Library about \$5,500 for the restroom. Tom also asked the Selectboard to fully fund the library's two trust funds if there is a surplus this year. Win suggested a joint meeting of the Selectboard and the Library trustees. Tom noted that two of the trustees are preparing written policies. Cemetery: Win asked Tom if he will have a budget for the Sheddsville Cemetery. Tom said yes. Win said the Cemetery Board should be listed in the Town Report. Other budgets: Tom said the tree budget is down, the Historical Society budget is going down a little and the Library budget is going up to approximately \$18,000. Brett said if the town is funding the library, why aren't the library employees covered under the town's personnel policy. Win said he doesn't understand why the librarian is a town employee if the town is not responsible for hiring her. Cathy added that the town does not set the librarian's rate of pay. Win asked Tom if he has a letter from Paul Gillies. Tom said no; Dick Beatty is following up on that. Win again suggested a joint meeting of the Selectboard and the Library Trustees.

- 8) Budget discussions – Highway: There was discussion about the costs associated with the MRGP. Mike suggested that the town consider buying a small excavator so we don't have to hire someone to help with ditching. The Selectboard and Highway Foreman reviewed the year-to-date highway expenses item by item and made adjustments for the 2019 budget as needed.
- 9) Reschedule meeting – Win cannot meet on January 7th. The Selectboard agreed to reschedule that meeting for January 3rd at 6:30 PM.
- 10) Town Hall bulletin board/sign – Brett said the sign needs to be illuminated. Matt said he'd like to move it over near the ramp to the Town Hall. Brett suggested that the Selectboard consider a digital sign, similar to the one at the Chandler Art Center in Randolph. Mike suggested using solar power to illuminate the sign. Matt suggested delegating the sign issue to the Planning Commission. No decisions were made.
- 11) Adjourn – **Brett moved to adjourn at 6:07 PM. Matt seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison