

West Windsor Selectboard
Draft Minutes
December 4, 2019

Present: Win Johnson, Brett Myers, Matt Kantola, Mike Spackman, Cathy Archibald, Martha Harrison

- 1) Call to Order – Selectboard Chair Win Johnson called the meeting to order at 5:00 PM.
- 2) Changes or Additions – request for funding for hydrant pump & wrench
- 3) Public Comment – None
- 4) Town Clerk's report – Sign orders: **Brett moved to sign orders. Win seconded the motion, which passed unanimously.**
- 5) Hydrant pump & wrench request – **Win moved to authorize the purchase of a pump and wrench at a cost not to exceed \$250 to be charged to the water system. Brett seconded the motion.** Mike asked how the pump would be powered. Martha said she will check on that. Mike said the Fire Department has a generator if needed. **Win called for a vote on the motion, which passed unanimously.**
- 6) Town & Highway Budget Discussions – Win suggested that we focus on the General Fund tonight and the Highway Fund on Monday. Win asked Mike about equipment rental of \$5,390, and asked Martha to look into the difference between budget and actual on the Better Roads Grants. Win also noted an increase in dental insurance. General Fund: Win noted an increase in current use revenue of almost \$10,000, and a corresponding decrease in Town Clerk fees. Win suggested \$75,000 for current use and \$30,000 for Town Clerk fees in 2020. There was discussion about how dog license fees are shared with the state. Cathy said she needs to calculate the accounting reimbursement for the utilities. Under expenses, Win said each utility should pay 10% of the audit expenses. Regarding legal fees, Cathy said she will ask Matt to send us a bill before the end of the year. Win asked for a breakdown of the Burke property expenses and said they should be included in the Highway budget next year. Win suggested budgeting for a consultant for the Listers since we no longer have Annie's expertise. Cathy said the Listers need a new computer. Win said at Susan's request he restored the reappraisal reserve allocation to \$5,000. Cathy said we're going to have to mail the Auditor's report and the warning this year so Auditor's expenses should be \$1,000, and we have three elections so we'll need \$2,000 for ballot clerks. Dental insurance is going up to \$1,275. Win said we need to find out about short-term disability because we haven't received any bills. Cathy said dues for VLCT will be \$2,434 next year. Cathy will look into dispatch fees and the ambulance contract. Win noted the tree removal budget has not been used up. Mike said he asked Ted Knox to take down some trees by the Dugdale's house. Win suggested contacting Tom Kenyon to make sure all invoices for work requested by the Tree Warden have been submitted. Win said for the Police Contract we should use the current rate for 6 months, then increase it for the next 6 months and then add \$2,500 for the ECA contract. Win asked Matt when the new windows are going to be installed. Matt said he's hoping David can do it this coming Monday and Tuesday. Regarding Town Hall expenses, Cathy is waiting for bills for maintenance and custodial services. For appropriations, Sheddsville Cemetery has requested \$12,000 for a stone wall. Win asked how much they have in their account. Cathy said \$3,000 or \$4,000. The Selectboard deferred consideration until they can talk with Tom Kenyon and perhaps do a site visit. Win asked Mike about the Fire Department's request. Mike said they're meeting tonight, but it should be about the same as last year. Win said the Library's request has increased substantially so we'll have to

discuss that. Win asked if we should budget for annual maintenance of the speed cart. Mike said he'll call them again. Win said Cathy got a communication from the state that we're not going to be billed for the school construction debt service any more. Cathy said she will call tomorrow and double check that. Win said on Monday we'll get an update on the Town budget and we'll go over the Highway budget.

- 7) Executive Session – **Win moved to go into executive session to discuss salaries and wages. Brett seconded the motion, which passed unanimously.** After discussion, **Brett moved to come out of executive session and submit initial 2020 salary and wage budget estimates to the Treasurer. Matt seconded the motion, which passed unanimously.**
- 8) Adjourn – **The meeting was adjourned by consensus at 6:15 PM.**

Respectfully submitted,

Martha Harrison