

West Windsor Selectboard
Draft Minutes
January 13, 2020

Present: Win Johnson (by phone), Brett Myers, Matt Kantola, Mike Spackman, Cathy Archibald, Martha Harrison, Christine Rovinski Wagner, Tom Kenyon

- 1) Call to Order – Selectboard Vice Chair Brett Myers called the meeting to order at 6:30 PM.
- 2) Changes or Additions – consider additional articles for Town Meeting warning
- 3) Announcements/public comment – Matt noted the tragic accident that occurred in West Windsor on New Year’s Day
- 4) Sign Town Clerk’s orders - **Brett moved to sign orders. Win seconded the motion, which passed unanimously.**
- 5) Board and officer appointments – Cathy read the proposed appointments: Ted Siegler and Laura Stillson for a 4-year term on the Conservation Commission; Polly Ouelette for the Council on Aging; Bruce Boedtke and Jane Hoisington for a 3-year term on the Development Review Board; Mike Spackman as Emergency Management Coordinator; Ted Siegler as Green Up Coordinator; B.J. Harrington to remain on the Planning Commission until someone can be found to replace him; Tom Kenyon as West Windsor’s representative to the Southern Windsor County Management District, Southern Windsor County Regional Planning Commission (SWCRPC) and Southern Windsor County Transportation Advisory Committee; Win Johnson as alternate representative to the SWCRPC; Tom Kenyon as Surveyor of Wood; and Dick Beatty for a 3-year term on the Library Board. With Ray Shannis and Courtney McKaig stepping down, there are vacancies on the Planning Commission and the Library Board. Win asked about Edson Pierce’s position on the Library Board. Cathy said it’s her understanding that the Selectboard wants to discuss that. **Win moved to approve the appointments as proposed. Brett seconded the motion.** Win said the Selectboard would appreciate the Library Trustees assistance in filling the vacancies on the Library Board. Chris said they will present candidates as they are identified. **Brett called for a vote on the motion, which passed unanimously.** Cathy said Jim Kenyon is stepping down as Service Office and Inspector of Lumber so the Selectboard will have to find someone else to fill those positions. Win asked Martha to put those appointments on a future agenda. Matt asked if the Inspector of Lumber still has a purpose. Mike said the Inspector of Lumber settles logging disputes. Win asked Martha to request nominations for the Planning Commission from Chair Al Keiller.
- 6) Library Board: new non-voting positions – Win said a proposal has been made for two non-voting positions on the Library Board, one honorary position to enable Edson Pierce to continue participating without requiring his presence at every meeting, and one ex officio position for a representative from the Selectboard whose service would continue for as long as she is a member of the Selectboard. **Win moved to create the two positions and to appoint Edson Pierce to the Honorary Position and Brett Myers to the Ex Officio position, with both positions to be non-voting. Matt seconded the motion, which passed with Brett abstaining.** Chris thanked the Selectboard for their proposal to present the Library budget at Town Meeting in two separate articles. Chris added that Rep. Zach Ralph can use the Library to meet with constituents, the Library Board just has to work out the logistics at their meeting on January 22nd.

- 7) Correspondence from Weathersfield re: transfer station fees – Martha said she got a call today from Tom Kennedy, who hadn't heard anything about the proposal until she sent him a copy of the letter. After talking with Kelly Murphy, Tom told Martha his impression is that Weathersfield is not going to move forward with the proposal this year. Tom also offered to facilitate meetings with the three towns to work out a plan for the transfer station that everyone can live with. Matt said it's his understanding that the Town of Weathersfield does not appropriate money from their General Fund to support the transfer station but they're asking West Windsor and Reading to do so. Matt added that many of our residents don't use the transfer station. Martha said, according to Kelly, the Weathersfield tax payers are left holding the bag when the transfer station has a deficit. Win noted that many West Windsor residents pay for curb side trash pickup. If we add an appropriation for the transfer station to the budget, those people will be paying twice. One alternative, Win suggested, might be an increase in the sticker price for non-residents. **Win moved to table consideration of the proposal, but to convey our willingness to meet for further discussions. Brett seconded the motion.** Tom Kenyon agreed and said he is West Windsor's representative to the Solid Waste District and he didn't even know about the proposal. **Brett called for a vote on the motion, which passed unanimously.**
- 8) Adopt 2020 Budget – Win said he thinks the Selectboard has agreed to increase the highway salt budget from \$27,000 to \$29,000. Win also asked about the proposed summer construction project: What is it? Why is it necessary? And is there no chance of it being grant funded? Mike said the project involves widening Churchill Road near the Matteson and Groves properties where the road is dangerously narrow. Martha said she has looked into grant funding but it does not appear to be eligible; there are safety grants available but there have not been enough accidents in this location to qualify for funding. Mike said we're asking for funding for the Sheddsville project. Martha added that we're going to have to provide at least \$5,000 in matching funds for the Sheddsville project if we get the grant. Tom asked why the Sheddsville Cemetery appropriation is in a separate article. Cathy said Win combined five appropriations, including the cemetery, in one article. After discussion, Tom said he is okay with leaving the article as is. Win said next year the Selectboard can consider including funding for the cemetery in the General Fund since managing the cemetery is the Selectboard's responsibility. **Matt moved to approve the General, Highway and Library budgets for 2020. Win seconded the motion.** Tom said the motion should specify the amounts for each. Win said the budget proposes General Fund expenditures of \$640,071, excluding appropriations, and Highway Fund expenditures of \$751,055 for combined expenditures of \$1,391,126. Win said proposed Library expenditures are \$18,000, with \$16,000 to be raised by taxes, and the Library Trustees are going to request an additional \$5,850 in a separate article. **Brett called for a vote on the motion, which passed unanimously.**
- 9) Consider signing Town Meeting Warning – Win said he'd like to table the adoption of the warning for three reasons: he'd like to hear Tom's proposal for additional articles, he'd like to give Cathy time to look at the wording proposed by Matt Birmingham for the articles that she's concerned about, and we're still waiting for a number from John Mudgett that would be inserted in Article 14. Tom proposed three articles asking the voters to approve funding for the installation of air conditioning systems in the Town Hall, Library and Historical Society. Tom said if the town has reserve funds available to transfer to the Equipment Fund for a new grader, maybe we should use some of that money for these projects. Martha said she thinks

the Town Hall is already cold enough. Cathy said she has a window unit but it's old. Matt suggested buying a new window unit for Cathy. Win said he's not prepared to support an article to put air conditioning in the Town Hall; if the Library Trustees and the Historical Society Trustees want to ask for an appropriation for that purpose, that's their business but we should get a letter from them making a formal request. Tom said the Library Board meets on January 22nd but the Historical Society doesn't meet until March. Matt said it would increase the tax rate and the electrical costs for the buildings. Win asked Cathy if we can afford to put off adopting the warning until next Monday. Cathy said yes. Tom said the town can have a special town meeting, if necessary. Brett asked about the warning language suggested by Matt Birmingham. Win read the article, as revised by Matt: "Shall the voters authorize the Selectboard to appoint a Town Clerk (or Town Treasurer) as provided for in 17 V.S.A. ...this authority to be effective only upon Cathy Archibald's retirement at a date to be determined at her sole discretion." Cathy asked Win if he has read the statute, and noted that she has talked to Garret Baxter at VLCT and Jon Springer. Brett read from the statute: "The term of office of a municipal clerk in office on the date a municipality votes to allow the legislative body to appoint a municipal clerk shall expire 45 calendar days after the vote or on the date upon which the legislative body appoints a municipal clerk under this section, whichever occurs first, unless a petition for reconsideration or rescission is filed in accordance with section 2661 of this title." Win said if the voters approve the article, they're only granting the Selectboard the authority to do it at a future date to be determined by Cathy. Cathy said the attorneys she spoke with told her that if the article passes she would be out of office in 45 days. Brett suggested sending Garret a copy of the language proposed by Matt. Win agreed and added that if the proposed language doesn't override the 45-day trigger then we'd have to remove the articles from the warning. Tom asked what happens if a Town Clerk or Treasurer is incapacitated. Win said he thinks the Selectboard could make an interim appointment until the next Town Meeting. Win said given the questions, he thinks we need to table the vote on the warning until next Monday the 20th at 6:30 PM. Brett said Nancy's not available to work on the Town Report after Friday. Cathy said Barbara will have to finish it.

Win moved to table consideration of the Town Meeting warning, as discussed. Brett seconded the motion, which passed unanimously.

- 10) Approve Selectboard Report for Town Report – Win noted that the proposed transfer to the Equipment Fund is now \$150,000, not \$300,000, but he's waiting to hear from John Mudgett. **Win moved to table approval of the Selectboard Report until Monday the 20th. Brett seconded the motion, which passed unanimously.**
- 11) Highway Foreman's report – Sand: Mike said the sand pile is getting smaller. Equipment: The grader's transmission is being repaired. The new loader is here and the guys are getting trained on how it operates. Projects: Mike has been getting some questions about the Rush Meadow culvert project. Weather: We had mud season this past weekend, which will make it hard to plow when we get snow.
- 12) Sewer update – Martha asked the Selectboard to approve the electrical work proposed for pump station #1. Matt said he'd like to look at it. Win said he's in favor of proceeding with the work, without the dehumidifier. **Win moved to approve the electrical work for a cost not to exceed \$1,300, following Matt's site visit. Brett seconded the motion, which passed unanimously.** Tom asked about the sag in the sewer pipe at the Hotel. Martha said she got an email today from Jason; he did a projected total project cost and thinks repairing the sag will use up the \$17,000 contingency. Win asked if the engineers have explained why

they didn't know about this ahead of time. Martha said no, but we can ask them next Monday when they come down. Martha said Jason has suggested that we ask Daniels to look at the sag since they're going to be here doing the water project. Matt asked how long the sag is. Martha said it's about 15 feet long, but it's down very deep.

- 13) Water update – Martha said she has drafted a year-end revenue/expense report for the water system, which she'd like to send to the Utility Committee. Win agreed. Martha said she is planning to do a similar report for the sewer system.
- 14) December Police Report – The Selectboard had no comments on the report. Mike said we're still waiting to hear back from the vendor about the speed cart. Win suggested that Mike get in touch with the Police Chief, who is prepared to lean on the vendor.
- 15) Other Business – Junk: Tom said it's his understanding that junk is no longer a zoning issue now that the Town has passed a junk ordinance. There was discussion about the provisions for a salvage yard in the ordinance, which makes reference to the zoning regulations. Tom suggested further discussion at a later date.
- 16) Approve Minutes: January 2nd – **Win moved to approve the minutes of January 2nd. Brett seconded the motion, which passed unanimously.**
- 17) Adjourn – **Win moved to adjourn at 7:49 PM. Brett seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison