

West Windsor Selectboard
Draft Minutes
January 20, 2020

Present: Win Johnson, Brett Myers, Matt Kantola, Cathy Archibald, Martha Harrison, Tom Kenyon, Angie Gonthier (Windsor on Air)

- 1) Call to Order – Selectboard Chair Win Johnson called the meeting to order at 6:30 PM.
- 2) Changes or Additions – legal matters, broken PVC conduit, Cemetery Sexton appointment
- 3) Announcements/public comment – None
- 4) Town Clerk’s report – Sign orders: **Brett moved to sign orders. Matt seconded the motion, which passed unanimously.** Unpaid condo association bill: Martha said Miller Construction repaired a leaking curb stop at Mts. Edge and the Mts. Edge Condo Association (MECA) paid all but \$500 of the bill. MECA withheld \$500 because they wanted Manosh to fix a low spot in their parking lot where Manosh had done some work, and they were mixing up Miller and Manosh. Ultimately MECA had the low spot repaired themselves so they felt they were justified in withholding the \$500 even though they had mixed up the contractors. Cathy said she has had \$500 in accounts receivable on her books for four years and she wants to get it off. **Brett moved to write off the \$500 receivable. Matt seconded the motion, which passed unanimously.**
- 5) Consider signing Town Meeting Warning – Win said there were three issues the Selectboard wanted to resolve before finalizing the warning. One was a number needed for Article 14. Win said John Mudgett will be in the office tomorrow and can provide the number then. Regarding the articles authorizing the Selectboard to appoint the Town Clerk and Treasurer after Cathy retires, Win asked Cathy if she is comfortable with the revised versions. Cathy said she would prefer not to have those articles on the warning until she is ready to retire. Cathy said she will give plenty of notice. Win said the idea was to think about succession planning but, if Cathy’s not comfortable with them, he’s not in favor of going ahead with the articles. Brett asked what if something happened in the middle of Cathy’s term, or anyone’s term. Win said the Selectboard would be able to make an interim appointment until the next regular or special meeting. Matt suggested mentioning at Town Meeting that the Selectboard would like the Clerk and Treasurer positions to be appointed rather than elected, after Cathy retires. Win said they can bring it up at Town Meeting under “Other Business.” Win asked Tom if he was able to get letters from the Library and the Historical Society endorsing the articles requesting funds for air conditioning in those buildings. Tom said the boards haven’t been able to meet but one of the members of the executive committee was not in favor of pursuing the articles. Win said we can always revisit the request next year. Brett said, in the meantime, if Cathy needs a new window unit, we can get one. **Brett moved to approve the Town Meeting warning with the number for article 14 to be filled in tomorrow after consulting with John Mudgett, article 15 and 16 to be eliminated, and article 17 to become article 15. Win seconded the motion, which passed unanimously.**
- 6) Approve Selectboard Report for Town Report – Win suggested striking the bullet about succession planning, which would make the last bullet the one about the transfer to the Highway Equipment Fund. **Brett moved to approve the Selectboard Report as amended. Matt seconded the motion, which passed unanimously.**

- 7) Sewer project update – Win said we had a good meeting with the Utility Advisory Committee (UAC) today, as well as meetings with Aldrich + Elliott and P2 Environmental. Martha said the Selectboard had asked about a cost estimate on the hotel sag repair and A+E did not have one, although they did say it would probably use up the project’s contingency allowance. Win said A+E still thinks the project will come in pretty close to the bid price, but there was some push back from the UAC; they said this is non-performance on the part of the low bidder who technically is obligated to do the work. The UAC suggested that the work shouldn’t be removed from the contract on a quantity basis only; it should go a little deeper. Win said if the contractor had bid the hotel sag correctly, it would have been a more expensive part of their bid. Win said the contractors had the opportunity to look at the site, ask questions, and review background paperwork. Win said if we get a different contractor for the sag, we’ll have more flexibility to work out a time that fits with the hotel’s schedule. Matt asked if the plans included detail for the hotel sag section. Martha said no; not that she’s aware. Win said A+E alleges that there was an inventory of the manholes and anyone who had looked at this manhole would have realized how deep it was. Matt said A+E must have missed it too because a repair that deep is an aberration so they should have noted it on the plans. Win said we could stop the flow in the pipe that has the sag and send a smaller camera through to check the condition of the pipe and, if the condition is okay, we could leave the pipe in place. The risk is that sediment accumulates and blocks the pipe or the pipe cracks. Matt said he thinks we should address it while we have the funds. Everyone agreed.
- Electrical work on P.S. #1: Martha said she told John Arrison to go ahead with the electrical work he proposed. Martha also said she asked A+E about the shallow sump pump pit and they said vaults are usually pre-cast with 8” thick floors. Matt said we could still deepen the pit, we’d just have to cut through the floor and form a bed. Martha said that would be a bigger job. Matt agreed but said it would work a lot better. Matt said there’s a lot of moisture getting in there, but it’s not clear if there’s a leak or if it’s from condensation.
- 8) Other Business – Cemetery Sexton: **Brett moved to appoint Dwight Davis as Cemetery Sexton. Matt seconded the motion, which passed unanimously.** Broken PVC conduit on telephone pole: Cathy called Stoney Electric and is waiting for a return call. Win suggested putting up bollards after it’s repaired. Matt said bollards may not be possible; we may have to wrap it with armor. Town Hall window project: Win asked if the window project is done. Matt said no. Cathy said the door came today. Pending legal matters: Tom said a number of upper valley towns have gotten into hot water, mainly because of the use of email. Tom said he checked with the Secretary of State and there are only certain things the Selectboard can talk about in email. Tom said the fine for violating the open meeting law is \$500 each time, payable by the person who violated the law, and the Town does not cover the legal fees. Win said that’s a good point and a good reminder. Town Meeting warning: Cathy said she revised the warning as discussed but the figure we need from John Mudgett is on the last page so the Selectboard will have to come in and sign it after that number has been added.
- 9) Adjourn – **Brett moved to adjourn at 7:06 PM. Matt seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison