

West Windsor Selectboard
Draft Minutes
January 2, 2020

Present: Win Johnson, Brett Myers, Matt Kantola, Mike Spackman, Cathy Archibald, Martha Harrison, Glenn & Shelley Seward, Tom Kenyon, Nancy Pedrick, Deb Shearer, Cathy Hoyt (Windsor on Air)

- 1) Call to Order - Selectboard Chair Win Johnson called the meeting to order at 6:30 PM.
- 2) Changes or Additions - Tree Warden; Town Meeting article; zoning application for Rush Meadow Road culvert project; executive session
- 3) Announcements/public comment – None
- 4) Sign Town Clerk's orders - **Brett moved to sign orders. Matt seconded the motion, which passed unanimously.**
- 5) Review and sign zoning application for two 8' x 8' x 20' storage units on the maintenance parcel at the mountain – Glenn said these two weather-tight, lockable shipping containers will be used by Ascutney Outdoors for storage. Tom asked if the containers will interfere with tree removal. Glenn said no. **Brett moved to authorize Win to sign the zoning application on behalf of the Town, as landowner. Matt seconded the motion, which passed unanimously.**
- 6) Review and sign zoning application for the Rush Meadow culvert – Win asked if we have zoning permits for the two culverts on Harrington Road. Martha said we don't need one for the culvert by Paul & Kathie Biebel's house and we have one for the culvert by Shannon Harrington's house. Win asked when the Rush Meadow project is going out to bid. Martha said in the next week. Martha added that we wouldn't need a zoning permit if it were not in the floodplain. Matt asked if the Rush Meadow culvert will be open-bottom. Mike said no. **Brett moved to authorize Win to sign the zoning application on behalf of the Town, as applicant and landowner. Matt seconded the motion, which passed unanimously.**
- 7) Town Meeting article – Nancy Pedrick proposed the following article for inclusion on the Town Meeting warning: "That the Town of West Windsor pay (x number of dollars) to the Town of Windsor to enable West Windsor residents to utilize the various facilities and programs of the Windsor Recreation Center without paying the additional non-resident fee." Nancy said the difference in fees varies according to the program. Win said, according to the Town Clerk, we need to get a petition to add an article like this to the warning. Cathy said the petition needs to be signed by 5% of the registered voters, or about 50 people. Martha said Windsor's Town Manager didn't want to set a flat fee and instead suggested a cap on the total amount of West Windsor's contribution. Win said we would pay as we go. After discussion, Win suggested starting with a \$1,000 cap, with incremental transfers to Windsor as needed to cover the difference between resident and non-resident fees.
- 8) Sheddsville Cemetery discussion – Win suggested a three-member Board of Trustees for the cemetery. Tom said the Selectboard members are the Cemetery Commissioners and they can appoint an assistant to take care of cemetery business. Win said the current Selectboard hasn't spent any time on the cemetery and asked how much time past Selectboards spent on it. Tom said it depends on whether there are any issues. Win said if the Selectboard is going to oversee the cemetery, we should go up there once or twice a year, with Tom, and talk about cemetery issues. Tom said he doesn't know about any big issues other than the wall.

Win asked about the condition of the headstones. Tom said there are sufficient funds to fix those as needed. Brett suggested site visits in the spring and fall. Win and Matt agreed.

- 9) 2020 Budget Discussions – Highway Fund: Win said against a budgeted deficit of \$15,000, it looks like we're going to end 2019 with a deficit just over \$23,500, which isn't bad. There was discussion about whether the salt budget for 2020 is high enough. Cathy noted that the final number for diesel for 2019 is going to be higher than shown on Win's spreadsheet. Win asked Mike if he's happy with the 2020 highway budget. Mike said yes; we're going to go over on some items and under on others, that's just the way it is. Tom asked about the work that needs to be done at the former Burke garage. Mike said there's \$3,000 budgeted for that. Win asked if that will cover the demolition and reconstruction of the salt shed. Mike said it shouldn't be much more than that. Win said the proposed 2020 highway expense budget reflects an increase of 3.15% as compared to the 2019 budget, and taxes would need to increase by 5.1% but part of that is because we're reducing the budgeted deficit in the Highway Fund from \$15,000 to \$7,500. Win said we can't keep budgeting deficits or we're going to run out of reserves. Win said the Highway Fund reserves are about \$60,000. General Fund: Win noted that we only spent \$4,000 of \$8,000 budgeted for tree removal. Tom said he's going to schedule the removal of the pine trees on the maintenance parcel for spring. There was discussion about the amount spent for improvements at the Town Hall, which includes the labor for the installation of the windows. Tom asked if clock maintenance is included in Town Hall repairs and maintenance. Win said yes. Win said in the General Fund, we ended up with a \$66,000 deficit against a budgeted deficit of \$50,000. With the proposed 2020 General Fund budget, Win said, expenses increase by 0.35%, excluding appropriations. The combined Highway and General Fund expenses are increasing by 1.84%. Tom asked what's happening with the Grand List. Win said he doesn't know, but the taxes that need to be raised to cover the combined expenses would increase by 2.87%. Brett asked about appropriations. Win said the appropriations, including the appropriation for the Historical Society, are flat. After discussion, Tom said he thinks the Historical Society can get by without an increase. Brett asked about the appropriation for the Visiting Nurse Association (VNA). Win spoke about the services provided by the VNA. Matt asked who provides people with rides to the hospital. Win said Volunteers in Action provides that service. There was also discussion about the Fire Department allocation. Mike said a big part of it goes for insurance and equipment; turn out gear for one person is \$2,500 and an air pack is \$9,000. Win suggested that the Selectboard adopt the budget at the January 13th meeting. Library: Win said the Selectboard discussed setting a flat appropriation for the Library and allowing the Trustees to present a second article requesting an additional \$5,850.
- 10) Highway Foreman's report – Equipment: Mike said the new loader should be delivered this month. Harrington culvert: Mike said he got good references from two of the three towns he called and the third town didn't call him back. **Win moved to confirm awarding the contract to Crown Point. Matt seconded the motion, which passed unanimously.** Equipment storage: There was discussion about the increase in the amount of equipment storage space available for the Highway Department with the purchase of the Burke property.
- 11) Sewer update – Martha said her main concern is the line sag at the Hotel. Win asked why this is just being discovered now. Martha said she thinks it was not looked at carefully enough in advance. Win asked what a 100% sag is. Martha said during the camera inspection, the camera was completely submerged. Martha had a map showing the location of the sag on the west side of the Bennington building and noted that the sewer line, a snowmaking line and

underground phone and electric lines all cross in that location. Win asked if we're going to go over the contract budget. Martha said the engineers haven't decided what they want to do, but they're thinking about pulling that work out of the contract and re-bidding it separately. Matt asked if the concern is about debris settlement in the sag. Martha said yes and added that she talked with Glenn about it and he said if the snowmaking line, which is under the sewer line, has been leaking and freezing for decades, there could be a void which the sewer line has sunk into. Win asked if A+E will have more information when they come down on January 20th. Martha said she has asked A+E to be prepared to discuss the situation at that meeting.

- 12) Water update – Martha had water project contract documents for Win to sign, including a Notice of Award, a Notice to Proceed, and an Agreement between Owner and Contractor. **Brett moved to authorize Win to sign the documents. Matt seconded the motion, which passed unanimously.** Martha noted a tentative project start date of April 15th.
- 13) Other Business – None
- 14) Approve Minutes: December 9th, 14th, 16th (morning), 16th (afternoon) and 23rd – **Brett moved to approve the minutes. Matt seconded the motion, which passed unanimously.**
- 15) Executive Session – **Win moved to go into executive session at 7:45 PM to discuss compensation issues. Brett seconded the motion, which passed unanimously.** The Selectboard came out of executive session at 7:55 PM with no action taken.
- 16) Adjourn – **The Selectboard adjourned by unanimous consent immediately following the executive session.**

Respectfully submitted,

Martha Harrison