

West Windsor Selectboard  
Draft Minutes  
January 2 & 3, 2018

Present on January 2<sup>nd</sup>: Dick Beatty, Brett Myers, Win Johnson, Mike Spackman, Erik Boedtger, Dave Perry, Kevin Rea, Martha Harrison

Present on January 3<sup>rd</sup>: Dick Beatty, Brett Myers, Win Johnson, Cathy Archibald, Martha Harrison

- 1) Call to Order – Selectboard Chair Dick Beatty called the meeting to order at 8:00 AM.
- 2) Changes or additions to the agenda – None
- 3) Announcements/Public Comment – None
- 4) Executive Session – **Win moved to go into Executive Session to discuss personnel matters. Brett seconded the motion, which passed unanimously.** After conducting annual reviews with Highway Department employees, the Selectboard came out of Executive Session by unanimous consent. Win asked Martha to contact the VT League of Cities and Towns and ask them if they could provide a proposal for an analysis of West Windsor’s employee compensation and benefits.
- 5) 2017 & 2018 Budget Review/Discussion – Highway: The Selectboard and Highway Foreman discussed some final changes to the highway budget including an increase to \$1,500 in the charge to Windsor for maintaining Brook Road; a decrease in the budget for propane to \$5,500; a decrease in operating materials for summer maintenance to \$3,000; a decrease in other aggregate to \$7,000; a decrease in radio repairs to \$750; a decrease in tires to \$8,000; and a decrease in plow parts to \$3,000. Win said, with those changes, if we budget for a \$25,000 deficit, the highway department will need \$584,450 in tax revenue for 2018, an increase of 2.87%. Win noted that \$150,000 was transferred to the Equipment Fund in 2017. **Win moved to approve the 2018 highway budget as discussed. Brett seconded the motion, which passed unanimously.** Utilities: Win suggested budgeting \$3,000 for the time Cathy spends on billing and accounting for the utilities. Dick said he doesn’t think that’s enough given that she sends quarterly bills to 300 sewer users and annual bills to 250 water users. The Selectboard agreed to talk with Cathy about it. Win said he also thinks 20% of Martha’s time should be billed to the water system and 10% should be billed to the sewer system. Dick and Brett agreed. Town: Win said he got an estimate for the standard annual fees charged by NEMRC, which should be included in the budget. Win said the Selectboard also agreed to charge 75% of the audit costs to the town and 25% to the utilities but that didn’t happen. For 2018, Win proposed to charge 10% of the auditor’s cost to water, 10% to sewer, and 80% to the town; the total budgeted cost is \$15,000. Dick agreed. Win said the debt service on the village sewer project needs to be included in the town budget this year. Win noted that the voters approved the bond for the project. Win added that the increase in the town budget can be attributed primarily to two budget items: the debt service for the sewer project and the debt service for the fire truck. Win said he doesn’t think the Selectboard should approve the 2018 town budget until they have a chance to review it again with Cathy. The Selectboard agreed to continue budget discussions tomorrow at 4:30 PM.

- 6) Discuss state's request for update on town's response to audit findings – **Win provided a draft update and moved to submit it to the state. Dick seconded the motion, which passed unanimously.**
- 7) Consider authorizing signature of Pollution Control Grant Agreement – **Win moved to authorize Martha to sign the grant agreement for the Selectboard. Dick seconded the motion, which passed unanimously.**
- 8) Other Business – Correspondence, Perlman: Dick read an email Martha received from Andrew Perlman, who is interested in donating his property to the town because he feels it is unfairly valued. Dick noted that property assessment is the Listers' function. Win said he would like more information from our engineer about the property's potential as a well site before making a decision. Martha said she will ask Jason for more information. DWSRF/CWSRF Priority List: Martha said Jason has asked if the town would like to apply to be on the priority lists for both water and sewer projects. The Selectboard agreed that the town should apply to be on both lists.
- 9) Sign Town Clerk's orders – **Win moved to sign orders. Brett seconded the motion, which passed unanimously.**
- 10) Recess – **Win moved to recess the meeting until tomorrow, January 3<sup>rd</sup> at 4:30 PM. Brett seconded the motion, which passed unanimously.**
- 11) Reconvene – **Win moved to reconvene at 4:35 PM on January 3<sup>rd</sup>. Dick called for a vote on the motion, which passed unanimously.**
- 12) Continue 2017 & 2018 Budget Review/Discussion – Town: The Selectboard and Town Clerk discussed final changes to the town budget, which included lowering legal fees to \$7,500; lowering Listers travel & expenses to \$2,000; and lowering tree removal to \$12,000. Win noted three organizations that did not request appropriations this year: Windsor County Youth; The Current; and Mt. Ascutney Prevention Partnership. Total expenses, after the adjustments discussed, are \$727,499.10. Win said taxes for the General Fund will go up 12.5%, but would have gone down about 10% if not for the fire truck and the sewer project. Win suggested budgeting a \$50,000 deficit due to the accumulated surplus from prior years. **Win moved to approve the General Fund budget. Brett seconded the motion, which passed unanimously.** Cathy noted the \$500 request by Windsor on Air and asked if there are any other additions to the Town Meeting warning. Dick said Bill Ley requested \$2,000 for the Fourth of July celebration.
- 13) Adjourn – **Win moved to adjourn at 5:05 PM. Brett seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison