

West Windsor Selectboard  
Draft Minutes  
November 12, 2018

Present: Win Johnson, Matt Kantola, Brett Myers, Cathy Archibald, Mike Spackman, Martha Harrison, 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 to the agenda – None
- 3) Announcements/Public Comment - None
- 4) Discuss status of Legal Trail proceedings - Martha said she is working on the revisions as discussed at the November 9th meeting. Win asked when the sixty days are up. Martha said she thinks a decision has to be made by December 21st.
- 5) Town Clerk's orders - **Brett moved to sign orders. Matt seconded the motion, which passed unanimously.**
- 6) Conservation Commission appointment - Win said Ted Siegler has recommended that Kathy Wood be appointed to the Conservation Commission. **Matt moved to appoint Kathy Wood to the Conservation Commission. Brett seconded the motion, which passed unanimously.**
- 7) Highway Foreman's Report - Mike said the fall scraping is done, the sand pile is done, and we need to start working on the budget soon.
- 8) Financial Statements - Win asked about the mismatch in revenue and expense for the hazard mitigation grant. Cathy said the expenses were incurred last year and the reimbursement was received this year. Win asked about the \$2,245 telephone expense. Cathy said that's for the work done by CCI. Win asked when we bought new computers. Martha said her computer was purchased last year. Cathy said some of the computer expense was for the work done by Key Communications. Win asked why the zoning expenses are so high. Cathy said the new file cabinets were a zoning expense. Brett asked about Listers expense. Cathy said she'll have to look that up. Win also noted that the Town Hall wastewater fees are over budget. Cathy said she'll look that up too. Win said the audit expense looks high but some of it will be allocated to water and sewer at the end of the year. Matt asked about Restoration of Records. Cathy said she purchased new roller shelves; the expense will come out of the Restoration Fund at the end of the year. Win asked why the Coaching Lane special assessment is up. Cathy said she thinks someone paid in advance for next year. Win asked about the Act 64 Clean Water expense, which is almost \$7,900 compared to a budget of \$2,500. Mike said he and Cathy will have to look at that. Win asked about equipment rental for special projects. Mike said we should get reimbursed for most of that. Win agreed that we are due to receive a lot of grant revenue for special projects. Win asked about the 2014 truck. Mike said we didn't get an extended warranty for that truck so we have to pay every time it goes in the shop. Mike said we're replacing that truck in 2019 and we should get between \$80,000 and \$90,000 on the trade in. Cathy asked Mike if we should bill Windsor \$1,500 for Brook Road maintenance. Mike said yes. Matt asked about Chain Saw expense. Mike said they bought a new saw. Matt asked about the chipper. Mike said it needed new blades and a new radiator.
- 9) NEMRC back-up - Win said, in addition to Cathy's computer, the Listers computer and the Utility computer would need to have NEMRC backed-up or, as an alternative, we could put everything in the cloud and it would be backed up all the time automatically. Win asked Cathy if her computer is backed up off site. Cathy said yes. Win asked how we recover from Carbonite if something goes wrong. Martha said when her computer crashed last year, she

had to keep it connected to Carbonite for about 24 hours while it recovered all the files. Martha noted that it does not recover emails directly; Justin Burrows came in and helped her with email recovery. Win said he thinks we should consider the cloud so we know we have all our records in one place. Matt asked about the cost. Brett said she thinks it's worth getting more information. Brett asked what happens when the power goes out. Martha said Carbonite is always backing up; we don't have to push any buttons. Brett asked if Carbonite backs up NEMRC. Martha said she doesn't know. Brett said it would be good to know how everything is backed up and recovered. Martha suggested consulting with someone like Justin since we have no IT expertise on staff. Brett suggested having someone from NEMRC come in. Brett asked if someone set up Carbonite for us. Martha said it was all done remotely. Win said he will try to get more information.

- 10) Alarm Ordinance - Win said the Windsor Police only respond to burglar alarms. Mike said he would like to have the references to fire alarms removed from the ordinance since the Fire Department handles its own false alarms. The Selectboard agreed. Win said he would revise the ordinance accordingly.
- 11) Employee insurance benefits - Win said the consultant from VLCT suggested that the town get a quote for short-term disability benefits for full-time employees. Martha said they need birthday and salary information in order to provide a quote. Win said most surrounding towns provide short-term disability and life insurance. Mike said he has 26 weeks of unused personal time "banked" and asked what would happen to that. Win noted that highway employees are allowed to bank time but other employees are not. Matt asked if employees contribute to the cost of short-term disability insurance with a payroll deduction. Win said we'll have to get a proposal and see how it works. Brett asked what the town would do about Mike's 26 weeks. Win said we would have to figure out how to address that.
- 12) Town Hall storm windows - Martha said Tom got an estimate for replacing the storm windows on the lower east side of the building, but he didn't go into detail about what's wrong with them. Cathy said there's nothing in there now. Matt suggested replacing the windows with thermal pane windows. Win asked Matt to talk with Tom and come back with a recommendation. Matt agreed.
- 13) Selectboard meeting schedule - The Selectboard will not be meeting on November 26th or on Christmas Eve. After discussion, the Selectboard agreed to hold budget meetings on December 3rd, December 17th, and January 7th if necessary. Regular meetings will be held on December 10th and December 27th at 6:30 PM. Highway reviews will also be held on December 3rd, from 4:00 to 5:00 PM, with budget discussions from 5:00 to 6:30 PM. Starting on January 14th, the Selectboard will resume its regular meeting schedule.
- 14) Speed limits - **Brett moved to incorporate Mike and Martha's recommendations regarding Brownsville-Hartland Road, Bible Hill Road, Harrington Road, Hotel Road and Coaching Lane in the Speed Limit Ordinance. Matt seconded the motion, which passed unanimously.** Win asked Martha to contact Windsor on the status of the speed cart. Win said if the speed cart provides the data we need we can put it at three or four different locations on Rush Meadow Road.
- 15) Water System - Sign DWSRF Planning Loan amendment application for the well/water line project: Matt moved to authorize the Chair to sign the planning loan amendment application. Brett seconded the motion, which passed unanimously. Sign engineering services agreement for well/water line project: Matt moved to authorize the Chair to sign the engineering services agreement. Brett seconded the motion, which passed unanimously. Hydraulic study & Long Range Plan: The state has approved the town's Hydraulic Study & Long Range Plan.

- 16) Sewer System - Sign engineering services agreement for sewer asset management project:  
**Brett moved to authorize the Chair to sign the engineering services agreement. Matt seconded the motion, which passed unanimously.**
- 17) October Police Report - There were no comments on the report
- 18) Minutes - **Brett moved to approve the minutes of July 26th, October 22nd, October 23rd and October 29th. Matt seconded the motion, which passed unanimously.**
- 19) Other Business – None
- 20) Adjourn – **Matt moved to adjourn at 7:38 PM. Brett seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison