

## WEST WINDSOR SELECTBOARD

Draft Minutes  
November 21, 2012

Present: Glenn Seward, Tom Kenyon, Elvin Kaplan

- 1) Call to Order – Selectboard Chair Glenn Seward called the meeting to order at 9:00 AM, noting the absence of Bruce Boedtke who was involved in an automobile accident and will be laid up for awhile.
- 2) Review and consider adopting job description for Recreation & Economic Development Coordinator position – Glenn said the Planning Commission has discussed this idea and many are anxious to get it going given the economic malaise in town. Glenn said a job description was drafted and has been modified for consideration this morning. Glenn said the position would be a volunteer position initially, with a budget and funding for the position to be voted on at town meeting. Glenn said some of the tasks associated with the position could not be accomplished until the town approves a budget. Glenn and Tom agreed that the job description would evolve over time. Elvin said it would be helpful if the volunteer could present some accomplishments at town meeting. Elvin asked if there will be funding available for advertising and promotion. Glenn said he thinks there would have to be. Elvin suggested that the volunteer develop a budget. Tom agreed. Tom asked if the person will be located at the Town Hall and have fixed hours. Elvin said he thinks this job could be done from home. Elvin asked about other towns with similar positions. Glenn said he believes the town of Johnson, VT has a similar position. Elvin noted Hal Pyke's suggestion that the Recreation Coordinator serve on the Planning Commission. Elvin said he thinks that might be a conflict. Glenn agreed. Tom said he envisions the Recreation Coordinator working to implement the plans developed by the Planning Commission (PC). Glenn agreed and said he thinks the Selectboard's role would be more operational. Tom said he thinks motorized recreational activities need to be addressed along with non-motorized activities. Elvin agreed that no one should be excluded. Glenn agreed that a VAST event in West Windsor, for example, should not be excluded. Tom said the Recreation Coordinator needs to take traffic impacts into consideration. **Glenn moved to adopt the "boiled down" Recreation/Economic Coordinator job description with an addition to item #13 to include all town property, buildings, and town roads. Tom seconded the motion, which passed unanimously.** Glenn noted that the position will be a volunteer position until it is reviewed at town meeting.
- 3) Adjourn – **Glenn moved to adjourn at 9:20 AM. Tom seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison