

West Windsor Selectboard  
Draft Minutes  
October 29, 2018

Present: Win Johnson, Matt Kantola, Brett Myers, Cathy Archibald

- 1) Call to Order – Selectboard Chair Win Johnson called the meeting to order at 5:00 PM.
- 2) Changes or additions to the agenda – Add Grants in Aid form signature and Legal Trail update
- 3) Announcements/Public Comment - None
- 4) Executive Session: Personnel Matter – **Brett moved to go into Executive Session to discuss a personnel matter with Cathy Archibald at 5:03 PM. Matt seconded the motion, which passed unanimously.** After discussion, **Brett moved to come out of Executive Session at 5:22 PM. Matt seconded the motion, which passed unanimously. Brett moved to authorize a payment to Cathy Archibald at year end for no more than 8 days of unused personal time, at her regular rate, and make no allowance for a carry-over of other unused personal time to next year.** Cathy was urged to hire an assistant as soon as possible – to be determined by her – to help relieve her workload. Cathy was also asked to begin making regular daily backups of the NEMRC financial system since the utility of the Carbonite backup for the system is uncertain.
- 5) Discuss the discontinuance of an existing Legal Trail on the Johannensen property and the laying out of a new Legal Trail in a different location on the same property – The Selectboard agreed to hold a short meeting on Friday, November 9<sup>th</sup> at 4:30 PM to ascertain progress on resolving any remaining issues relating to actions on the new and old Johannensen Legal Trails. Meeting to include at least Ted Siegler, Martha Harrison, Mike Spackman and the Board.
- 6) Other Business – There was no discussion about signing the Grants in Aid form.
- 7) Adjourn – The Selectboard adjourned by unanimous consent at 5:42 PM.

Respectfully submitted,

Martha Harrison